



Network **Alert**

Alert #117

February 1, 2004

Change of Partnership Post Office Boxes

THE FOLLOWING INFORMATION SHOULD BE COMMUNICATED IMMEDIATELY TO ALL ADMINISTRATIVE, BILLING AND CLINICAL STAFF. PLEASE CONTACT THE PARTNERSHIP'S COMMUNITY RELATIONS DEPARTMENT AT 1.800.495.0086 WITH ANY QUESTIONS.

EFFECTIVE FEBRUARY 1, 2004

Due to changes within the local branch of the U.S. Post Office, the post office boxes of the Massachusetts Behavioral Health Partnership have changed. This change only affects mail sent to the Partnership's post office boxes; **it does not affect items mailed to the Partnership's street address.** This change is immediate; however, the Post Office is forwarding any items in transit to our new, correct post office boxes.

Old Mailing Address	Updated Mailing Address
<i>Community Relations Correspondence:</i>	
Massachusetts Behavioral Health Partnership P.O. Box 9326 Boston, MA 02209-9346	Massachusetts Behavioral Health Partnership P.O. Box 55870 Boston, MA 02205-5870
<i>Claims, Outpatient Treatment Review, General Correspondence, and Authorization Requests:</i>	
Massachusetts Behavioral Health Partnership P.O. Box 9346 Boston, MA 02209-9346	Massachusetts Behavioral Health Partnership P.O. Box 55871 Boston, MA 02205-5871
<i>Network Management Department</i>	
Massachusetts Behavioral Health Partnership Network Management Department P.O. Box 9348 Boston, MA 02209-9348	Massachusetts Behavioral Health Partnership Network Management Department P.O. Box 55872 Boston, MA 02205-5872

In the event that items are returned to you by the Post Office, please resend them to the Partnership along with the returned envelope. If the item concerns a claims issue, the returned envelope from the Post Office will serve as your documentation of timely filing.

If you have any questions concerning the change of the Partnership's post office boxes, please contact the Partnership's Community Relations Department at **1-800-495-0086**.