

INSTRUCTIONS for COMPLETING the MEMBERSHIP APPROVAL REQUEST

1. REQUESTOR INFORMATION

Requesting Facility/Division: Enter name of Facility/Division (e.g., Fiscal Services)
Dept. #: Enter 3-digit Department number of requesting Facility/Division (e.g., 110).
Date of Request: Enter Date that the request form was prepared.
Preparer's Name: Print name of employee who prepared the form.
Phone #: Enter phone number of preparer.
Unit Code: Enter the requesting Department's unit code.

2. MEMBERSHIP INFORMATION

Name of Membership: Enter name of the membership being requested.
Renewal/New: Check the appropriate box.
Period Covered: Enter the effective period being covered (e.g., January 01- December 31, 2018).
Amount: Enter the amount of membership fees being requested.

3. JUSTIFICATION

Complete each of the questions, A – E, in the JUSTIFICATION section. Use a separate sheet, if needed.

4. SIGNATURES

The form must include all required printed names and signatures, along with the review dates, before the request will be considered for approval.

The Facility, and DHS Finance, CEOs/Directors are:

LAC+USC Medical Center: Jorge Orozco, CEO
Harbor-UCLA: Anish Mahajan, CEO
Martin Luther King, Jr. OC: Yolanda Vera, CEO
Rancho Los Amigos NRC: Aries Limbaga, CEO
Olive View-UCLA: Kimberly McKenzie, CEO
Ambulatory Care Network: Quentin O'Brien, CEO
Juvenile Court Health Services: Quentin O'Brien, CEO
Managed Care Services: Various
DHS Finance: Allan Wecker, CFO

5. SUBMIT FORM

Submit the completed form to the office of the DHS Finance Administration at 313 N. Figueroa Street, Suite 907, Los Angeles, CA. 90012.