

Date:

Thank you for choosing Oxford County Mental Health Services to be your provider of Case Management, In Home Support (DLSS) and/or Outpatient Therapy Services. The demands for these services are high and it is extremely important that you are on time for your appointment.

**Please telephone 364-3549 if you have any questions or cannot attend your appointment.** Bring all insurance cards with you to the Intake appointment and a current list of the medications you are taking.

Here are the methods of payment that are accepted by OCMHS for each program:

- **Case Management** – insured with MaineCare, MaineCare with Medicare, or self-pay.
- **Outpatient Therapy** – insured with MaineCare or MaineCare with Medicare, or self-pay.
- **In Home (DLSS) Support** - insured with MaineCare or MaineCare with Medicare, or self-pay.

Referrals may be hand delivered, mailed or faxed to:

**Oxford County Mental Health Services – REFERRALS**  
**150 Congress Street**  
**Rumford, ME 04276**  
**Fax No: 364-2143**

If we cannot provide you with the service(s) you are seeking in a timely manner, we will inform you of how long the waiting time will be. You must inform us if you want to wait for that particular program or look for services elsewhere. **You can do this by calling OCMHS at 364-3549.**

Appointments are scheduled on a first come, first serve basis, starting from the date that we receive your completed referral. To ensure fast service, you must **fill in all areas** of the form you receive. If the referral form is not complete and/or your writing cannot be read, it will be returned to you with an Explanation letter stating why you need to fix it or send us a new referral. This will cause a delay in providing services to you. All information on the referral form is important but if it does not apply, then please put **N/A** in that section.

Thank you once again for choosing Oxford County Mental Health Services to be your provider.