



PROVIDER MEMO

To: Santa Clara Family Health Plan Providers
From: Eric M. Tatum, Director, Provider Network Management
Date: July 25, 2018
Subject: Notification of change of business and mailing addresses

Dear SCFHP Provider:

Santa Clara Family Health Plan would like to inform you of a change in our business and mailing addresses.

New business address:	New mailing address for general correspondence:	New mailing address for submitting <u>claims</u>:
6201 San Ignacio Ave San Jose, CA 95119	PO Box 18880 San Jose, CA 95158	PO Box 18640 San Jose, CA 95158

Please make a note of this information in your records. In preparation for our move, we will close our office **on Friday, August 3 at 3:00 pm** to begin the moving process and will re-open at our new location on Monday, August 6 at 8:00 am. Please note that our Customer Service and Utilization Management departments will be operating until 5:00 pm.

You may experience delays in responses to email and/or telephone communication during this time. We will do our best to minimize delays and will respond as soon as possible. We apologize for any inconvenience.

Thank you for taking the time to update your records! Please feel free to contact Customer Service with any questions you may have at (408) 874-1788.