

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 1700 K STREET
 SACRAMENTO, CA 95814-4037
 TDD (916) 445-1942



ADP BULLETIN

Title Signature Documents for Drug/Medi-Cal Invoices Submitted on Diskettes		Issue Date: 09-25-97 Expiration Date:	Issue No. 97-56
Deputy Director Approval (signed by) GLORIA J. MERK, II Program Operations Division	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No. N/A	

The purpose of this letter is to explain the signature document requirements for automated invoices submitted on diskette for Drug/Medi-Cal (D/MC) claims. Because the automated D/MC invoice will not have an original signature, the enclosed signature document must be completed and returned to the Department of Alcohol and Drug Programs (ADP).

This information will be kept on file at ADP and will be available to the State Controller's Officer to confirm authorized payments when necessary. The signature document must:

- Contain the printed name, title, and original signature of the appropriate county/direct contract officers.
- Be certified by your staff with a hard copy of the invoice available at all times for audit purposes.
- Be updated whenever one or more of the authorized officers change. The county/direct provider must complete a new signature document and mail it to ADP with the next claim submission.

QUESTIONS/MAINTENANCE

If you have questions about this matter, please call your D/MC claims analyst.