



<Date>

<First Name> <Last Name>

<Address 1>

<Address 2>

<City,> <State> <Zip>

Dear <First Name> <Last Name>:

The **Manhattan Mental Health Center at 240 East 59th Street, New York**, will be closing on April 30, 2007. Outpatient mental health services will no longer be provided at this location as of March 30, 2007. Only administrative staff will remain on-site until the end of April.

If you wish to remain with your current mental health professional, the clinical staff of the Manhattan Mental Health Center will continue to offer services at our Brooklyn Mental Health Center in nearby Brooklyn Heights at 195 Montague Street, Brooklyn, NY. The Brooklyn Center can be reached by calling **1-718-834-1500**. Your current mental health professional will make arrangements for future care, if necessary, in advance of the closing date of March 30, 2007. Medical records for members currently in treatment and opting to continue treatment in Brooklyn will be relocated to the Brooklyn Center.

If you do not wish to continue treatment at the Brooklyn Mental Health Center, you may access mental health services through HIP's extensive network of individual mental health professionals and contracted agencies conveniently located in neighborhoods throughout New York City. Your therapist will help you make a suitable selection and assist in the transfer of your medical records to your new mental health provider.

Records of members not currently in treatment or choosing not to transfer to Brooklyn will be archived as appropriate, in compliance with patient privacy regulations. You may request access to, or transfer of, your medical records by calling **1-888-447-2526**, Monday through Friday, 9 am to 5 pm.



Commercial HMO and POS



Medicare and Medicaid HMO

If you have already discontinued care but wish to review your future care needs or speak with your mental health specialist, you may call the Manhattan Mental Health Center during business hours at **1-212 421-0473** before April 30, 2007. Otherwise, please use the following resources to address all future questions and concerns regarding mental health services:

- For assistance in locating nearby mental health providers: **1-888-447-2526**, Monday through Friday 9 am to 5 pm.
- For assistance in obtaining or transferring medical records: **1-888-447-2526**, Monday through Friday 9 am to 5 pm.
- For assistance with social support needs: **1-800-447-0769**, Monday through Friday 9 am to 5 pm.
- For urgently needed mental health care after hours: **1-888-447-2526**. A psychiatrist is on call to help you with any urgent issues.

We do not anticipate any disruption in services and will work to make this transition as seamless as possible for you.

Best in Health,



Leonard Reich, Ph.D.
Vice President for Behavioral Health



Commercial HMO and POS



Medicare and Medicaid HMO