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**DORS Counselor Update Form**

**Use this form to add a new Division of Rehabilitation Services (DORS) counselor to Optum Maryland’s Incedo system and email list, or to remove an existing DORS counselor**

To be completed by DORS:

[ ]  Add counselor

[ ]  Remove counselor

[ ]  Update contact information for existing counselor

|  |  |
| --- | --- |
| DORS Counselor name: |  |
| Email: |  |
| Phone: |  |
| Office of Record: |  |
| Primary provider DORS counselor is assigned to: |  |
| Name of Supervisor: |  |
| Supervisor email: |  |
| Supervisor phone: |  |

Approvals:

DORS approval signature – Catherine Drake or designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*DORS forward completed form to Steve Reeder at BHA for approval

BHA approval signature – Steve Reeder or designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Forward completed form to Optum Maryland omd\_incedo\_admin@optum.com and cc to Anne Armstrong anne.armstrong@optum.com and Jonquil Ishway jonquil.ishway@optum.com