WESTERN PSYCHIATRIC INSTITUTE AND CLINIC
Office of Education and Regional Programming

FALL
2012

RECOVERY ORIENTED APPROACHES
FOR PROVIDING INTEGRATED
SERVICES TO INDIVIDUALS WITH
CO-OCCURRING DISORDERS

Includes information and registration form for the entire eleven-part series
to be held at The Chadwick, in Wexford, Pa

For further information regarding the training, please contact:
Joanne Slappo, PhD, CPRP, CRC, Program Coordinator
at (412) 802-6918

For information regarding registration, please contact Rebecca Kishlock,
Conference Planner, at (412) 802-6907
RECOVERY ORIENTED APPROACHES FOR PROVIDING INTEGRATED SERVICES TO INDIVIDUALS WITH CO-OCCURRING DISORDERS

Western Psychiatric Institute and Clinic, Office of Education and Regional Programming (OERP) are hosting an eleven-part series on recovery with individuals with co-occurring disorders (mental illness and substance abuse disorders). This training was developed in conjunction with the Office of Mental Health and Substance Abuse Services (OMHSAS) and the Bureau of Drug and Alcohol Programs (BDAP) and will provide core competency-based training for professionals working with this population.

Each section is being offered as a one-day seminar with each session building on the information from the previous training. Participants can register for the entire series or individual workshops; whichever best suits their educational needs. Seminars will begin in September 2012 and will be held each month for eleven consecutive weeks at the Chadwick in Pittsburgh, PA. Instructors will include faculty and staff of WPIC and community professionals from the mental health and substance abuse field; all of who have considerable work and teaching experience related to co-occurring disorders. Professional continuing education certification including Certified Addiction Counselor/Certified Co-Occurring Disorders Professional (CAC/CCDP), and Licensed/Clinical Social Workers, Licensed Professional Counselors, Licensed Marriage and Family Therapists (LSW/LCSW, LPC/LMFT) credits will be offered for all programs.

The following is a list of the upcoming seminars, including descriptions and educational objectives for the training series.
Co-Occurring Disorders: Treatment Planning and Documentation Issues

September 25, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT76

Presenters:
Joseph Bindas, MA, CADC, LPC
Program Coordinator
Alcohol Highway Safety and Underage Drinking Program
Western Psychiatric Institute and Clinic

Program Description:
This seminar provides an opportunity for participants to review the principles of collaborative treatment planning, including working from the comprehensive assessment; using stage of change theory; identifying and mutually setting long- and short-term goals; identifying steps for accomplishing goals, the persons responsible, and a defined timeline; and reviewing and altering such plans when necessary. Progress tracking is reviewed, including how to write clear and concise notes, and the principles for what to include and who may review them. Building on previous seminars, this course focuses on effective engagement and treatment principles and the practices of writing and reviewing plans and related documentation.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Review the principles and processes which support thorough and accurate assessment and diagnosis, including cultural diversity issues
2. Explore each step in the treatment/service planning, its rationale, and the similarities and differences in service and treatment planning
3. Discuss the use of change theory and motivational interviewing in "planning to plan"
4. Define the components of integrated planning for a recovery and strengths perspective, including the principles of collaboration and choice
5. Identify means of writing brief and useful progress notes and using them with the person to assess progress and use strategies that support movement toward positive outcomes

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

Continuing education credits:

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Tuition: $80
Tuition for Western Psychiatric Institute and Clinic and all UPMC employees is $50. Full tuition must accompany the registration form. Refunds must be requested in writing two weeks prior to the program or a $15 administrative fee will be deducted.

Please send completed registration forms and payment to:
Rebecca Kishlock
OERP/WPIC
4601 Baum Blvd, Room 156
3811 O'Hara Street,
Pittsburgh, PA 15213
(FAX) 412-802-6910/Email: kishlockr@upmc.edu

TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
Motivational Interviewing Skills for Mental Health Care Workers

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**Presenters:**
Amy Shanahan, MS, CADC  
Clinical Administrator  
Addiction Medicine Services  
Western Psychiatric Institute and Clinic of UPMC

**Program Description:**
This interactive workshop will provide a basic overview of Motivational Interviewing (MI) principles and tools to be used with people that have co-occurring disorders. MI has shown to be effective in improving the client-mental health care worker alliance, enhancing recovery methods, and outcomes. Together we will review the process of change and tools to assist people through their stages of change. We will share and discuss ideas for practicing using MI tools with individuals with co-occurring disorders.

**Educational Objectives:**
At the conclusion of this program participants should be able to:
1. Identify the MI principles
2. Review some MI tools
3. Share some of the stages of change
4. List aspects of MI principles and tools to practice with clients

**Target Audience:**
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
STRATEGIES TO AID RECOVERY AND REDUCE RELAPSE RISK AMONG CONSUMERS WITH CO-OCCURRING DISORDERS

October 9, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT78

Presenters:
Dennis C. Daley, PhD
Professor of Psychiatry
University of Pittsburgh School of Medicine
Chief, Addiction Medicine Services
PI, ATS Node of NIDA Clinical Trials Network
Western Psychiatric Institute and Clinic of UPMC

Program Description:
Relapse to substance use following a period of recovery and recurrence of psychiatric illness after a period of stability are common among consumers who have co-occurring disorders (COD). The focus of this seminar is on ways to think about recovery and relapse prevention (RP), review some of the models of RP, and review specific strategies to aid recovery and reduce relapse risk of consumers with COD. Ideas presented can be adapted to clinical services provided in inpatient residential or ambulatory programs. The presenter will integrate clinical and empirical literature from the fields of addiction medicine and mental health.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Define lapse and relapse in addiction: and relapse and recurrence in psychiatric illness
2. Describe recovery and review the domains of recovery for the consumer with COD
3. Review current literature and models of RP
4. Identify at least 10 clinical interventions for use in individual or group therapy based on the current literature
5. Examine the impact of relapse and recurrence on families and strategies to help them
6. Review mutual support programs and their role in promoting recovery and reducing relapse risk.

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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Co-Occurring Disorders and Psychopharmacology: An Overview

October 16, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT79

Presenters:
Craig Strickland, PhD
Program Director
Behavioral Health Training & Education Network
Philadelphia, PA

Program Description:
This course takes a look at best practice as applied to prescribing, or not prescribing, psychotropic medications for a person in recovery diagnosed with both a mental illness and a substance abuse diagnosis. Each medication class will be discussed in terms of benefits and side effects and, whenever possible, recommendations of one medication type over another will be suggested. Introductory material relating to the neuroanatomy and physiology of the central nervous system will also be presented and linked to why some medications should be prescribed and why others should be avoided for this population.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Identify the basic brain structures and primary neurotransmitters involved in chronic mental illness as well as in substance abuse.
2. Compare and contrast the use of first versus second generation antipsychotic medications for those with co-occurring diagnoses
3. Describe the rationale for prescribing (or not prescribing) a psychotropic medication for a person in recovery with a known substance abuse diagnosis.
4. List at least three non-benzodiazepine alternative pharmacotherapies for treating anxiety disorders.

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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October 23, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT80

Presenters:
Rick Marsili, M Div.
Therapist
S’Eclairer
Export, PA

Program Description:
This seminar will examine the centrality and impact of families or origin and other constructed “families.” It will explore means of working in partnership with family members rather than continuing cycles of blame and misunderstanding. The importance of creating a welcoming atmosphere will be emphasized. The particular and valuable expertise of family members will be discussed. “Enabling,” “codependency,” and “rescuing” are among the terms to be reviewed and reframed. Connecting families with systems for meeting multiple needs will also be discussed.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Examine the role and dynamics of the family in terms of human development, culture, and society
2. Explore both the benefits of and barriers to working in partnership with family members and significant others
3. Identify ways in which treatment and service providers may bring personal biases into work with family members/significant others, including the feelings and thoughts that support these biases
4. Discuss steps needed for meeting family members/others in welcoming and respectful ways and involving them as collaborative team members
5. Review means for acknowledging both helpful and unhelpful behaviors on the part of family members/others without blaming, and for offering alternatives for reducing risks to the person having co-occurring disorders and the family

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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Groups and Group Skills in Working with Individuals with Co-Occurring Disorders

RESCHEDULED: December 11, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090

Presenter:
Scott Lewis, MS, LPC
Clinical Supervisor
Center for Psychiatric and Chemical Dependency Services
Western Psychiatric Institute and Clinic

Program Description:
This course will briefly review principles and skills needed in developing specific kinds of group modalities and group goals, norms, and processes. Psychoeducational and skills-based groups will be a major focus. The needs of persons with various combinations of dual and multiple disorders will be discussed, and means of matching group processes and leader activities to the specific needs of group members will be presented. A discussion of historical similarities and differences in approaches to individual and group therapy between mental health and substance-related treatment programs will be included, along with ideas for how to synthesize and use best practices found in each.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Identify multiple uses of group approaches and potential benefits and risks of group membership, including peer support groups
2. Examine diagnostic combinations and individual characteristics that may suggest the need for using individual vs. group approaches to provide interventions suited to the person’s stage of change
3. Identify components of psycho educational groups and when they might benefit the person with dual or multiple disorders
4. Describe at least one model of a skills-teaching group, including its components and when it might be most useful to a person with dual/multiple disorders
5. Outline some means of personally improving proficiency in leading or providing support for at least one type of group

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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Ethics and Boundaries for Effective Practice with Individuals with Co-Occurring Disorders

November 6, 2012
9 a.m. – 4 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT82

Presenters:
Kathy Coleman, MSW, LCSW, CAADC
Corporate Clinical Trainer
Pyramid Healthcare

Program Description:
This course will address the ethical principles on which mental health and substance abuse services are based. Specific areas of practice where boundary violations tend to occur (including confidentiality, right to privacy, “need to know,” and other issues related to the law and ethical practice) will be discussed. Practical concerns that arise in different roles and practice settings will specifically be examined, including ethical concerns regarding practice in the context of a managed care environment.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Examine issues regarding role and practice boundaries
2. Review major differences in law and regulations governing mental health and substance-related treatment agencies and practitioners, and the current effect on integrated practice
3. Identify areas of operation within a managed care environment that may present specific challenges to ethical practice, including ways to reduce such risks
4. Discuss advocacy for needed treatment approaches and supports as central to the ethical practice

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
BEST PRACTICE APPROACHES FOR INTEGRATING TREATMENT AND SUPPORT FOR THE ADOLESCENT CONSUMER WITH CO-OCcurring DISORDERS

November 13, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT83

Presenters:
Thomas M Kelly, PhD
Associate Professor of Psychiatry
Addiction Medicine Services
Program Director, Adolescent Dual Diagnosis Program
WPIC

Program Description:
This program will present current information about the assessment and treatment of adolescents with co-occurring mental illness and substance abuse disorder. Best practice approaches will be reviewed as well as practical issues in intervention. Focus will be on the need to involve multiple interventions and social services in treatment.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Distinguish common patterns of coexisting substance abuse and psychiatric disorders;
2. Identify multiple types of interventions including medication appropriate for adolescent consumers with co-occurring disorder;
3. Recognize systems issues involved in treatment of this special population.

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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COMPREHENSIVE CRISIS MANAGEMENT FOR CO-OCCURRING DISORDERS

November 20, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT84

Coordinator:
TBA

Program Description:
This program will consist of both a lecture and discussion component focusing on crisis assessment and prevention techniques as well as crisis management skills. It will help with the assessment of whether a potentially dangerous situation is developing and how to prevent a crisis. The workshop will also cover topics about consumer anxiety, trauma informed care, crisis communication and how to build situational alliance.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Identify a variety of reasons for challenging behaviors to occur
2. Examine the impact of emotional trauma and the importance of providing trauma informed care
3. Recognize the importance of ongoing self-assessment
4. Examine the importance of developing a therapeutic relationship
5. Identify key factors in the prevention of crisis situations.

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
Co-Occurring Disorders: Integrated Concepts and Approaches

November 27, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT74

Presenters:
Vito Don Giovanni, PsyD
Clinical Psychologist
Private Practice

Program Description:
This seminar provides definitions of integrated disorders and programs and presents an overview of how to approach the topic by using organizing principles and tools. It examines the scope of what practitioners working with persons having co-occurring mental and substance abuse disorders need to establish basic competency in this area. It also explores the historic rationale for splits in service provision and the necessity for integrating approaches. Specific interventions will be discussed, as will a review of the full array of programs and services that may be needed by persons with dual or multiple disorders, and reviews of the terms in the Co-Occurring Competency Bulletin released jointly in February 2006 by the Department of Health and the Department of Public Welfare.

Educational Objectives:
At the conclusion of this program participants should be able to:
1. Define “co-occurring disorders” and what constitutes “integrated approaches” to working with persons having CODs
2. Examine major concepts and approaches currently in the literature
3. Review personal attributes and skills needed for effectively working with persons with CODs
4. Explore the contents of Pennsylvania’s COD Competency Bulletin
5. Identify resources useful in gaining more knowledge about effective practices in COD

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

Continuing education credits:

| ACT 48 – 5.0 | CPRP – 5.0 | PSYCHOLOGIST – 5.0 |
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TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
Principles of Engagement, Screening, Assessment and Acquiring Supports

December 4, 2012
9 a.m. – 3 p.m.
The Chadwick
One Wexford Square, 10545 Perry Highway
Wexford, PA 15090
Course Code: PT75

Presenters:
Mary Carol Kennedy, MSN, RN
Supervisor for the Mobile Medication Team
Mental Health Outpatient Nursing Services
Turtle Creek Valley MH/MR, Inc

Program Description:
This seminar discusses the importance of creating a working relationship with people entering treatment. Participants examine their own engagement skills and review principles of strengths-based and culturally-competent practice. Screening and assessment needs and means of acquiring the data needed for useful clinical decision-making will be reviewed. Participants will also learn to identify, locate and link needed supports.

Educational Objectives:
1. Identify specific behaviors that demonstrate welcome and respect.
2. Self-evaluate personal strengths and needs regarding engagement skills
3. Explain components of assessment and the screening process
4. Identify attitudes and skills needed by those conducting COD assessments
5. Discuss cultural elements that must be considered in selecting approaches to engagement, screening, assessment, and acquiring other supports.

Target Audience:
This program is directed toward clinicians and other professionals from both the mental health and substance abuse treatment fields who work with individuals with co-occurring disorders.

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- ACT 48 – 5.0
- CPRP – 5.0
- Psychologist – 5.0
- CAC/CADC – 5.0
- NBCC – 5.0
- SW/LPC/LMFT – 5.0
- CEU – 0.5
- PCHA – 5.0

Tuition: $80
Tuition for Western Psychiatric Institute and Clinic and all UPMC employees is $50. Full tuition must accompany the registration form. Refunds must be requested in writing two weeks prior to the program or a $15 administrative fee will be deducted.

Please send completed registration forms and payment to:

Rebecca Kishlock
OERP/WPIC
4601 Baum Blvd, Room 156
3811 O’Hara Street,
Pittsburgh, PA 15213
(FAX) 412-802-6910/Email: kishlockr@upmc.edu

TELEPHONE REGISTRATIONS CANNOT BE ACCEPTED.
## Continuing Education Credit

<table>
<thead>
<tr>
<th>EDUCATORS: ACT 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Psychiatric Institute and Clinic is recognized by the Pennsylvania Department of Education to offer continuing education credits under Act 48 guidelines. Western Psychiatric Institute and Clinic adheres to the Act 48 Continuing Education Guidelines.</td>
</tr>
</tbody>
</table>

**CERTIFIED ALCOHOL AND DRUG COUNSELORS/CERTIFIED CO-OCCURRING DISORDERS PROFESSIONAL: CADC/CCDP**

The Office of Education and Regional Programming, Western Psychiatric Institute and Clinic of UPMC is certified by the Pennsylvania Certification Board (PCB) to provide Certified Alcohol and Drug Counselor (CADC) and Certified Co-Occurring Disorders Professional (CCDP) continuing education credits.

**CERTIFIED PSYCHIATRIC REHABILITATION PRACTITIONERS: CPRP**

The announced credit hours for each program can be applied to your training hours for the Certified Psychiatric Rehabilitation Practitioners (CPRP).

**COUNSELORS: NBCC**

Western Psychiatric Institute and Clinic is recognized by the National Board for Certified Counselors to offer continuing education for National Certified Counselors. Western Psychiatric Institute and Clinic adheres to the NBCC Continuing Education Guidelines.

**CERTIFICATE OF ANNUAL ADMINISTRATOR TRAINING – PERSONAL CARE HOME ADMINISTRATORS**

The indicated numbers of clock hours are approved by the Department of Public Welfare Bureau of Adult Residential Licensing. These clock hours may count towards the 24 hours of annual training for administrators required in **55 Pa. Code Chapter 2600** (relating to personal care homes).

**PSYCHOLOGISTS**

Western Psychiatric Institute and Clinic is approved by the American Psychological Association to offer continuing education for psychologists. Western Psychiatric Institute and Clinic maintains responsibility for these programs and their contents.

**SOCIAL WORKERS: SW**

The indicated number of credit hours of continuing education is provided through co-sponsorship of the University of Pittsburgh School of Social Work, a PA-approved provider of social work continuing education. These credit hours satisfy requirements for LCSW renewal. For information of social work continuing education, call (412) 624-3711.

**MENTAL HEALTH PROFESSIONALS: CEU**

Nurses and other health care professionals are awarded the designated number of Continuing Education Units (CEU). One CEU is equal to 10 contact hours. Nurses: For attendance at this program you will receive a Certificate of Attendance confirming the indicated hours of continuing education. These hours may be considered eligible in completing the 30 hours of continuing education required for bi-annual nursing re-licensure in Pennsylvania. Peer Specialists: This program fulfills requirements for Certified Peer Specialist continuing education.

### Directions:

**The Chadwick**

**One Wexford Square, 10545 Perry Highway**

**Wexford, PA 15090**

**724-935-5950**

From Downtown Pittsburgh: Take Route 279 to 79 North. Take Exit 73 to Wexford. Bear right onto Route 910 East. Go approximately two miles and turn right at stop sign onto Route 19 South. At red light where McDonald’s is on right and Wright Nissan is on left, turn right onto Richard Road. Take the first right behind McDonald’s and it is the large building at the end of the driveway.
REGISTRATION FORM FOR THE COD TRAINING SERIES FALL 2012

PLEASE NOTE: Pre-registration is required. Telephone registrations CANNOT be accepted. Please register at least two weeks before the course(s) you plan on attending as space may be limited. Your registration can be verified at our website.

Only the continuing education credits listed on the individual program description are available for that program.

Social Security# (last 5 digits):
Name (Last, First):
Agency:  
Address:  
City:  
State:  Zip Code:  
County:  
Day Telephone:
Email:

FOR CONTINUING EDUCATION PURPOSES, PLEASE INDICATE YOUR CERTIFICATION NEEDS:
- ACT 48
- NBCC
- CADC
- NURSE
- CERTIFIED PEER SPECIALIST
- PCHA
- CEU
- PSYCHOLOGIST
- CPRP
- SOCIAL WORK

Please mail or fax this registration form to: Rebecca Kishlock
OERP/WPIC
4601 Baum Blvd, Room 156
3811 O’Hara Street,
Pittsburgh, PA 15213
(FAX) 412-802-6910/Email: kishlockr@upmc.edu

Confirm your registration on the OERP website at http://www.wpic.pitt.edu/oerp

Please indicate with an X which program(s) you wish to attend:

<table>
<thead>
<tr>
<th>CODE</th>
<th>$80 GENERAL ADMISSION; $50 REDUCED RATE FOR STAFF AT WPIC STAFF AND ALL UPMC EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT76</td>
<td>COD: Treatment Planning and Documentation Issues</td>
</tr>
<tr>
<td>PT77</td>
<td>COD: Motivational Interviewing Skills for Mental Health Care Workers</td>
</tr>
<tr>
<td>PT78</td>
<td>COD: Strategies to Aid Recovery and Reduce Relapse Risk Among Consumers</td>
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<td></td>
<td>Co-Occurring Disorders</td>
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<tr>
<td>PT79</td>
<td>COD: Psychopharmacology: An Overview</td>
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<tr>
<td>PT80</td>
<td>COD: Working Supportively with Families and Significant Others</td>
</tr>
<tr>
<td>PT81</td>
<td>COD: Groups and Group Skills</td>
</tr>
<tr>
<td>PT82</td>
<td>COD: Ethics and Boundaries for Effective Practice with Individuals with Co-</td>
</tr>
<tr>
<td></td>
<td>Occurring Disorders</td>
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<tr>
<td>PT83</td>
<td>COD: Principles of Engagement: Children and Adolescents with COD and their Families</td>
</tr>
<tr>
<td>PT84</td>
<td>COD: Comprehensive Crisis Management for Co-Occurring Disorders</td>
</tr>
<tr>
<td>PT74</td>
<td>COD: Integrated Concepts and Approaches</td>
</tr>
<tr>
<td>PT75</td>
<td>COD: Principles of Engagement, Screening, Assessment and Acquiring Supports</td>
</tr>
</tbody>
</table>

Total:

Method of payment:
- Check (Payable to OERP/WPIC) Check number: ____________ UPMC Account Transfer
- American Express Discover MasterCard Visa

To be completed by credit card users:
Card number: ___________________________ Expiration date: ____________
Security code (3 or 4 digits on back of card): ___________ Signature: ____________

To be completed for UPMC account transfers:
Business unit: ____________ Department ID: ____________ Product code: ____________
Administrator’s name: ____________ Administrator’s signature: ____________