



Dear Prospective Vendor:

This application is for those who provide Specialized Medical Equipment (SME), Specialized Medical Supplies (SMS), and Environmental Accessibility Adaptations (EAA) desiring to conduct business with the Alabama Department of Mental Health Division of Developmental Disabilities (ADMH/DDD). Please download the application and complete entirely. Please read carefully the certifications of compliance that are attached and sign where indicated. Any applicable certifications, professional license must accompany the application. The application should be returned to:

Director of System Management, ADMH/DD Division  
RSA Union Building  
100 N. Union Street  
PO Box 301410  
Montgomery, AL 36130-1410

Any incomplete application will be returned for completion. You will be notified by ADMH/DD Division once your name has been placed on the provider list and you will receive additional information regarding service delivery requirements. Placement on the list does not authorize you to initiate services. Your company can begin services only after receipt of specific authorization requesting services by one of our waiver participant's case manager. The authorization should give the services requested, the date coverage begins and the amount of money authorized to provide services. Service provided prior to receipt of the authorization will not be reimbursed.

Please contact [karen.coffey@mh.alabama.gov](mailto:karen.coffey@mh.alabama.gov) or 334-242-3719 if you have questions.

Sincerely,

Terry L Pezent, Associate Commissioner  
ADMH/DD Division