

PROVIDER RELATIONS QUICK REFERENCE GUIDE



Locations

Sunset Campus

4650 Sunset Blvd., Los Angeles, CA 90027
Phone: 323-660-2450 | CHLA.org

Specialty Care Centers

Arcadia

468 E. Santa Clara St., Arcadia, CA 91006
Phone: 626-795-7177 | Fax: 626-357-4052 | CHLA.org/Arcadia

Bakersfield

9500 Stockdale Hwy., Suite 104, Bakersfield, CA 93311
Phone: 661-664-1047 | Fax: 661-664-1064 | CHLA.org/Bakersfield

Encino

5363 Balboa Blvd., Suite 121, Encino, CA 91316
Phone: 818-788-3061 | Fax: 323-361-8999 | CHLA.org/Encino

Santa Monica

1301 20th St., Suite 460, Santa Monica, CA 90404
Phone: 310-820-8608 | Fax: 310-586-7486 | [CHLA.org/Santa Monica](http://CHLA.org/SantaMonica)

South Bay

3440 Torrance Blvd., Suite 100, Torrance, CA 90503
Phone: 310-303-3890 | Fax: 310-303-3893 | CHLA.org/SouthBay

Valencia

23838 Valencia Blvd., Suite 140, Valencia, CA 91355
Phone: 661-362-1240 | Fax: 661-259-7783 | CHLA.org/Valencia

Referrals, Admissions and Transport Services

Phone: 888-631-2452 | Fax: 323-361-8988
CHLA.org/referrals

Other Support Services and Resources

Provider Relations Team

Phone: 323-361-1667
Fax: 323-361-2719
Email: providerrelations@chla.usc.edu
Website: CHLA.org/ProviderRelations

Academic Affairs: 323-361-2266

Foundation: 323-361-2308

Health Information Management

(Medical Records): 323-361-2387

Laboratory Services: 877-543-9522

Medical Staff Services: 323-361-2270

Radiology/Imaging Services: 323-361-2411

Education and Research

Pediatric Residency Program

Phone: 323-361-2122

Email: prp@chla.usc.edu

Website: CHLA.org/residency

Medical Internships: CHLA.org/internships

Fellowships: CHLA.org/fellowships

Continuing Medical Education: CHLA.org/CME

Research Training and Education: CHLA.org/TECPAD

RN Residency in Pediatrics

Phone: 323-361-2193

Website: CHLA.org/RNResidency

CHLA Alumni

Find us on **Facebook**. Search for the group name "Children's Hospital Los Angeles Physician Alumni and Friends."

Email: providerrelations@chla.usc.edu

Children's Hospital Los Angeles/University of Southern California Faculty Positions

Visit usccareers.usc.edu

Click on "View All Faculty Jobs," type "CHLA" in the "Keyword" search box and click "Search". The results will list all CHLA/Pediatrics faculty positions currently open.

myCHLA Provider Portal

Get connected to CHLA and access real-time clinical information for your patients.

- View patients' medical records
- Submit and track patient referrals to CHLA
- Access online CME courses and view upcoming events
- Find clinical resources and research information

To create an account and access myCHLA, visit myCHLA.CHLA.org.

For additional information, visit CHLA.org/myCHLAPhysicianPortal.

Technical Support: 888-631-2452, option 3

Monthly Physician eNewsletter

Stay updated on the latest CHLA news for physicians.

Visit CHLA.org/PhysicianENews to sign up.

MyChildren'sLA Patient Portal

Patients and families may visit CHLA.org/MyChildrensLA for additional information and to sign up.

REFERRALS, ADMISSIONS AND TRANSPORT SERVICES



How to Refer a Patient:

Phone: 888-631-2452, option 1
Fax: 323-361-8988
Provider Portal: myCHLA.CHLA.org
Website: CHLA.org/referrals

Required information:

1. Patient demographics
2. Parent contact information
3. Chief diagnosis with notes
4. Requested department
5. Patient insurance information
6. Referring physician contact information

An authorization is required for:

- Patients with California Children's Services (CCS) insurance
- Patients with HMO insurance
- Patients with Medi-Cal insurance
- All Radiology referrals

A prescription is required for referrals to:

- Hearing and Speech
- Physical Therapy/Occupational Therapy
- Radiology

How to Admit a Patient:

Phone: 888-631-2452, option 2
Fax: 323-361-1351

Required information:

1. Agreement from the patient/parent to attempt transfer to CHLA
2. Patient demographics
3. Parent contact information
4. Admitting diagnosis
5. Patient insurance information
6. Referring physician contact information

How to Alert the Emergency Department When You Have a Patient on the Way:

Phone: 888-631-2452, option 2
Fax: 323-361-1351

Required information:

1. Patient demographics
2. Chief diagnosis
3. Patient condition
4. Referring physician contact information

Emergency Department Direct Line: 323-361-2120

How to Request Transport Services:

Facilities transporting patients to Children's Hospital Los Angeles for admission.

Phone: 888-631-2452, option 2
Fax: 323-361-1351

Required information:

1. Patient demographics
2. Purpose of the transport
3. Chief diagnosis
4. Patient condition

Facilities with third-party transport agreements in place, call the transport team direct line.

Phone: 323-361-44507

How to Refer an International Patient:

Phone: +1-323-361-8737
Fax: +1-323-361-3878
Email: internationalpatientreferrals@chla.usc.edu
Website: CHLA.org/GlobalHealth