How to Submit a Letter of Termination (LOT) through PICIS
Select the LOC/LOT Tab in PICIS
Select Reports/LOT

LOCLOT reports will be temporarily located in the reports tab on the left, under 'LOCLOT Reports'.

NEW LOT Request

Contact Information:  
First Name:  
Last Name:  
Email:  
Phone:  
Recipient ID:  
Member Search  
CDCKey:  
Add LOT Paperwork:  Choose File  No file chosen

Submit LOT
Complete the form and attach the LOT

<table>
<thead>
<tr>
<th>Collaboration</th>
<th>Reports/LOT</th>
<th>Email Notifications</th>
</tr>
</thead>
<tbody>
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**NEW LOT Request**

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<td>Choose File</td>
<td>No file chosen</td>
</tr>
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This contact information is auto populated from your email notifications for LOC/LOT contacts. You can modify the contact information if needed.
Enter the Recipient ID and Select Member Search

Enter the recipient id and the CDC Key, then select member search to verify client information.

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Submit LOT
Select Choose File and find the LOT saved on your computer

You must include an attachment of a completed LOT. The LOT must meet all requirements to be processed. Requirements can be found in the LOC/LOT training (see last slide for link).
Select Submit when done

LOCLOT reports will be temporarily located in the reports tab on the left, under 'LOCLOT Reports'.

NEW LOT Request

Contact Information: 
First Name: 
Last Name: 
Email: 
Phone: 
Recipient ID: 
Member Search 
COCKey: 
Add LOT Paperwork: Choose File | No file chosen

Submit LOT
After the LOT is Submitted

- We will process the LOT and respond to the contact person attached to the LOT.
- The LOT is worked within 5 business days.
- LOC/LOT Training- [PowerPoint Training](#)
Questions?

- If you have any questions about this process, please contact the PICIS HelpDesk at the below information.

  Email: gethelp@odmhsas.org
  PICIS HelpDesk Phone: 405-248-9326