

**SECTION 5**  
**ADMINISTRATIVE SERVICES**

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## SECTION 5 ADMINISTRATIVE SERVICES

### GENERAL INFORMATION

#### ADMINISTRATION

The Department of Health and Human Services (SCDHHS) administers the South Carolina Medicaid Program. This section outlines the available services for Medicaid providers, with telephone numbers, addresses, and the individuals available for provider assistance.

#### CORRESPONDENCE AND INQUIRIES

All correspondence to the Medicaid Administrative Staff should be directed to:

South Carolina Department of Health and Human Services (SCDHHS)  
Attn: Dental Services  
Post Office Box 8206  
Columbia, SC 29202-8206  
(803) 898-2568

Contact information for specific program coordinators can be found later in this section.

Correspondence concerning specific policy and procedural problems must be directed to the appropriate program manager. Inquiries concerning specific claims should also be directed to the appropriate program manager, after corrections have been made on rejected claims and all claims filing requirements have been met. Always include the provider's Medicaid number, the beneficiary's Medicaid number and the date of service when requesting the status of outstanding claims. **Allow 45 days from the submission date before requesting the status of the claim.**

Questions concerning beneficiary eligibility or identification numbers should be directed to the SCDHHS county office in the beneficiary's county of residence. Beneficiaries who have questions regarding specific coverage issues should be referred to the appropriate staff of their respective county SCDHHS office for assistance. To verify eligibility status, please call the Medicaid Interactive Voice Response System (IVRS) at (888) 809-3040 or use the South Carolina Web-based Claims Submission Tool.

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## **SECTION 5 ADMINISTRATIVE SERVICES**

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**SECTION 5 ADMINISTRATIVE SERVICES****PROCUREMENT  
OF FORMS**

The Department of Health and Human Services will not supply the ADA claim form or the CMS-1500 claim form to providers. Providers should purchase the ADA claim form in its approved format from the dental or office suppliers of their choice. The CMS-1500 claim form should be purchased in its approved format from the private vendor of their choice. Examples of vendors who supply the form are listed below. This list should not be viewed as an endorsement of these vendors by SCDHHS.

**REPRODUCIBLE  
NEGATIVES**

Government Printing Office  
Room C-836  
Building Three  
Washington, DC 20401  
(202) 275-1189

**SOFTWARE**

Attn: Orders Department  
American Medical Association  
Post Office Box 10946  
Chicago, IL 60610

**HARD COPY CLAIM FORMS**

Government Printing Office  
Superintendent of Documents  
Post Office Box 371954  
Pittsburgh, PA 15250-7954  
(202) 512-1800  
Fax: (202) 512-2250  
Web site orders: <http://bookstore.gpo.gov>

**PRIVATE VENDORS**

Moore Wallace  
1210 Key Road  
Columbia, SC 29201  
(803) 576-1302

Physicians' Record Company  
3000 S. Ridgeland Ave.  
Berwyn, IL 60402-0724  
(800) 323-9268 (toll free)  
Fax: (708) 749-0171

**SECTION 5 ADMINISTRATIVE SERVICES****PROCUREMENT OF FORMS****PRIVATE VENDORS  
(CONT'D.)**

Standard Register Company  
140 Stoneridge Drive, Suite 380  
Columbia, SC 29210  
(803) 256-0004  
Fax: (803) 256-1602

**PUBLICATIONS**

**Current Dental Terminology**  
American Dental Association  
<http://www.ada.org/P&S/benefits/cdtguide.htm>

**Current Procedural Terminology**  
American Medical Association  
<http://www.ntis.gov/product>

**FAX REQUESTS**

A provider may request the following forms via fax number (803) 898-4528:

1. Confidential Medicaid Complaint (Form 126)
2. Medicaid Provider Inquiry (Form 140)
3. Request for Medicaid Forms (Form 142)
4. Medicaid Refund Check Remittance (Form 205)

Copies of these and other forms are also available in the Forms section of this manual.

**WEB ADDRESS**

The most current version of this manual is available on the SCDHHS Web site at <http://www.scdhhs.gov/>

To order a paper or CD version of this manual, please contact South Carolina Medicaid Provider Outreach at (803) 264-9609. Charges for printed manuals are based on actual costs of printing and mailing.

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
1. Abbeville County	(864) 366-5638	<p>Medicaid Eligibility Abbeville County DHHS Human Services Building 903 W. Greenwood St. Abbeville, SC 29620-5678</p> <p>Post Office Box 130 Abbeville, SC 29620-0310</p>
2. Aiken County	(803) 643-1938	<p>Medicaid Eligibility Aiken County DHHS County Commissioner's Building 1410 Park Ave. S.E. Aiken, SC 29801-4776</p> <p>Post Office Box 2748 Aiken, SC 29802 -2748</p>
3. Allendale County	(803) 584-8137	<p>Medicaid Eligibility Allendale County DHHS 521 Barnwell Road. Allendale, SC 29810</p> <p>Post Office Box 326 Allendale, SC 29810</p>
4. Anderson County	(864) 260-4541	<p>Medicaid Eligibility Anderson County DHHS 224 McGee Rd. Anderson, SC 29625</p> <p>Post Office Box 160 Anderson, SC 29622-0160</p>

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
5. Bamberg County	(803) 245-3932	Medicaid Eligibility Bamberg County DHHS 374 Log Branch Rd. Bamberg, SC 29003  Post Office Box 544 Bamberg, SC 29003
6. Barnwell County	(803) 541-3825	Medicaid Eligibility Barnwell County DHHS 10913 Ellenton Street Barnwell, SC 29812  Post Office Box 648 Barnwell, SC 29812
7. Beaufort County	(843) 255-6095	Medicaid Eligibility Beaufort County DHHS 1905 Duke St. Beaufort, SC 29902-4403  Post Office Box 1255 Beaufort, SC 29901-1255
8. Berkeley County	(843) 719-1170	Medicaid Eligibility Berkeley County DSS 2 Belt Dr. Moncks Corner, SC 29461-2801  Toll Free: 1-800-249-8751 Post Office Box 13748 Charleston, SC 29422-3748
9. Calhoun County	(803) 874-3384	Medicaid Eligibility Calhoun County DHHS 2831 Old Belleville Rd. St. Matthews, SC 29135  Post Office Box 378 St. Matthews, SC 29135

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>10. Charleston County</b>	(843) 740-5900	Medicaid Eligibility Charleston County DHHS 326 Calhoun St. Charleston, SC 29401-1124
	Toll Free: 1-800-249-8751	Post Office Box 13748 Charleston, SC 29422-3748
<b>11. Cherokee County</b>	(864) 487-2521	Medicaid Eligibility Cherokee County DHHS 1434 N. Limestone St. Gaffney, SC 29340-4734
		Post Office Box 89 Gaffney, SC 29342
<b>12. Chester County</b>	(803) 377-8135	Medicaid Eligibility Chester County DHHS 115 Reedy St. Chester, SC 29706
<b>13. Chesterfield County</b>	(843) 623-5226	Medicaid Eligibility Chesterfield County DHHS 201 N. Page St. Chesterfield, SC 29709 -1201
		Post Office Box 855 Chesterfield, SC 29709 - 0855
<b>14. Clarendon County</b>	(803) 435-4305	Medicaid Eligibility Clarendon County DSS 3 S. Church St. Manning, SC 29102
		Post Office Box 788 Manning, SC 29102

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>15. Colleton County</b>	(843) 549-1894	Medicaid Eligibility Colleton County DHHS Bernard Warshaw Building 215 S. Lemacks St. Walterboro, SC 29488
		Post Office Box 110 Walterboro, SC 29488
<b>16. Darlington County</b>	(843) 398-4427	Medicaid Eligibility Darlington County DHHS 300 Russell St., Room 145 Darlington, SC 29532 -3340
		Post Office Box 2077 Darlington, SC 29540 -2077
<b>17. Dillon County</b>	(843) 332-2289	404 S. Fourth St., Suite 300 Hartsville, SC 29550 - 5718
		(843) 774-2713 Medicaid Eligibility Dillon County DHHS 1213 Highway 34 W. Dillon, SC 29536 - 8141
<b>18. Dorchester County</b>	(843) 563-9524 Toll Free: 1-800-249-8751	Post Office Box 351 Dillon, SC 29536 - 0351
		Medicaid Eligibility Dorchester County DSS 216 Orangeburg Rd Summerville, SC 29483-8945
	(843) 821-0444 Toll Free: 1-800-249-8751	Post Office Box 13748 Charleston, SC 29422-3748

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>19.</b> Edgefield County	(803) 637-4040	Medicaid Eligibility Edgefield County DHHS 120 W. A. Reel Dr. Edgefield, SC 29824-1607  Post Office Box 386 Edgefield, SC 29824 - 0386
<b>20.</b> Fairfield County	(803) 635-5502	Medicaid Eligibility Fairfield County DHHS 1136 Kincaid Bridge Rd. Winnsboro, SC 29180-7116  Post Office Box 1139 Winnsboro, SC 29180-5139
<b>21.</b> Florence County	(843) 673-1761	Medicaid Eligibility Florence County DHHS 2685 S. Irby St., Box I Florence, SC 29505 - 3440  (843) 394-8575 345 S. Ron McNair Blvd Lake City, SC 29560 -3434
<b>22.</b> Georgetown County	(843) 546-5134	Medicaid Eligibility Georgetown County DSS 330 Dozier St. Georgetown, SC 29440-3219  Post Office Box 371 Georgetown, SC 29442
<b>23.</b> Greenville County	(864) 467-7926	Medicaid Eligibility Greenville County DSS 301 University Ridge, Suite 6700 Greenville, SC 29601  Post Office Box 9399 Greenville, SC 29604-9399

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>24.</b> Greenwood County	(864) 229-5258	Medicaid Eligibility Greenwood County DHHS 1118 Phoenix St. Greenwood, SC 29646-3918  Post Office Box 1016 Greenwood, SC 29648 - 1016
<b>25.</b> Hampton County	(803) 914-0053	Medicaid Eligibility Hampton County DHHS 102 Ginn Altman Ave., Suite B Hampton, SC 29924  Post Office Box 693 Hampton, SC 29924
<b>26.</b> Horry County	(843) 381-8260	Medicaid Eligibility Horry County DHHS 1601 11 <sup>th</sup> Ave., 1 <sup>st</sup> Floor Conway, SC 29526  Post Office Box 290 Conway, SC 29528
<b>27.</b> Jasper County	(843) 726-7747	Medicaid Eligibility Jasper County DHHS 10908 N. Jacob Smart Blvd. Ridgeland, SC 29936  Post Office Box 1150 Ridgeland, SC 29936
<b>28.</b> Kershaw County	(803) 432-3164	Medicaid Eligibility Kershaw County DHHS 110 E. DeKalb St. Camden, SC 29020-4432  Post Office Box 220 Camden, SC 29021-0220

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>29. Lancaster County</b>	(803) 286-8208	Medicaid Eligibility Lancaster County DHHS 1599 Pageland Highway Lancaster, SC 29720-2409
<b>30. Laurens County</b>	(864) 833-6109	Medicaid Eligibility Laurens County DHHS 93 Human Services Rd. Clinton, SC 29325-7546  Post Office Box 388 Laurens, SC 29360-0388
<b>31. Lee County</b>	(803) 484-5376	Medicaid Eligibility Lee County DHHS 820 Brown St. Bishopville, SC 29010 -4207  Post Office Box 406 Bishopville, SC 29010 -0406
<b>32. Lexington County</b>	(803) 785-2991 (803) 785-5050	Medicaid Eligibility Lexington County DHHS 605 West Main St. Lexington, SC 29072-2550
<b>33. McCormick County</b>	(864) 465-2627	Medicaid Eligibility McCormick County DHHS 215 N. Mine St. Highway 28 N. McCormick, SC 29835-8363
<b>34. Marion County</b>	(843) 423-5417	Medicaid Eligibility Marion County DHHS 1311 N. Main St. Marion, SC 29571-6012  Post Office Box 1837 Marion, SC 29571

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
<b>35. Marlboro County</b>	(843) 479-4389	Medicaid Eligibility Marlboro County DHHS County Complex 1 Ag St. Bennettsville, SC 29512 - 4424  Post Office Box 1074 Bennettsville, SC 29512-1074
<b>36. Newberry County</b>	(803) 321-2155	Medicaid Eligibility Newberry County DHHS County Human Services Center 2107 Wilson Rd. Newberry, SC 29108-1603  PO Box 1225 Newberry, SC 29108 - 1225
<b>37. Oconee County</b>	(864) 638-4420	Medicaid Eligibility Oconee DHHS 223 B Kenneth St. Walhalla, SC 29691
<b>38. Orangeburg County</b>	(803) 515-1793	Medicaid Eligibility Orangeburg County DHHS 2570 Old St. Matthews Rd., N.E. Orangeburg, SC 29118  Post Office Box 1407 Orangeburg, SC 29116-1407
<b>39. Pickens County</b>	(864) 898-5815	Medicaid Eligibility Pickens County DHHS 212 McDaniel Ave. Pickens, SC 29671  Post Office Box 160 Pickens, SC 29671-0160
<b>40. Richland County</b>	(803) 714-7562 (803) 714-7549	Medicaid Eligibility Richland County DHHS 3220 Two Notch Rd. Columbia, SC 29204-2826

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

COUNTY	Telephone No.	Address
41. Saluda County	(864) 445-2139	Medicaid Eligibility Saluda County DHHS 613 Newberry Highway Saluda, SC 29138-8903  Post Office Box 245 Saluda, SC 29138 - 0245
42. Spartanburg County	(864) 596-2714	Medicaid Eligibility Spartanburg County DHHS Pinewood Shopping Center 1000 N. Pine St., Suite 23 Spartanburg, SC 29305  Post Office Box 4847 Spartanburg, SC 29305
43. Sumter County	(803) 774-3447	Medicaid Eligibility Sumter County DHHS 105 N. Magnolia St., 3rd Floor Sumter, SC 29150-4941  Post Office Box 2547 Sumter, SC 29151 - 2547
44. Union County	(864) 424-0227	Medicaid Eligibility Union County DHHS 200 S. Mountain St. Union, SC 29379  Post Office Box 1068 Union, SC 29379
45. Williamsburg County	(843) 355-5411	Medicaid Eligibility Williamsburg County DSS 831 Eastland Ave. Kingstree, SC 29556  Post Office Box 767 Kingstree, SC 29556

**SECTION 5 ADMINISTRATIVE SERVICES****DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES**

<b>COUNTY</b>	<b>Telephone No.</b>	<b>Address</b>
<b>46. York County</b>	(803) 366-1900	Medicaid Eligibility York County DHHS 1890 Neelys Creek Road Rock Hill, SC 29730  Post Office Box 710 Rock Hill, SC 29731-6710

**SECTION 5 ADMINISTRATIVE SERVICES****DEPARTMENT OF  
DISABILITIES AND  
SPECIAL NEEDS  
(DDSN) COUNTY  
BOARDS****Abbeville**

Emerald Center Board for Disabilities &  
Special Needs  
Post Office Box 3004  
Greenwood, SC 29648  
Phone: (864) 942-8900  
Fax: (864) 942-8945  
<http://www.schsp.org/emeraldcenter>

**Aiken**

Aiken County Board of Disabilities  
Post Office Box 698  
Aiken, SC 29802-0698  
Phone: (803) 642-8800  
Fax: (803) 642-8806  
Email: RBritt@aikenboard.org  
<http://www.aikenboard.org>

**Allendale**

Allendale/Barnwell Disabilities & Special  
Needs Board  
Post Office Box 556  
Barnwell, SC 29812-0556  
Phone: (803) 584-5050 (Allendale)  
(803) 259-7472 (Barnwell)  
Fax: (803) 584-7208 (Allendale)  
(803) 259-1351 (Barnwell)  
Email: bparker@barnwellsc.com

**Anderson**

Anderson Board of Disabilities & Special  
Needs  
212 McGee Rd.  
Anderson, SC 29625  
Phone: (864) 260-4515  
Fax: (864) 260-5011

**Bamberg**

Bamberg Disabilities & Special Needs Board  
Post Office Box 333  
Denmark, SC 29042  
Phone: (803) 793-5003  
Fax: (803) 793-3778  
Email: gloriaj\_59059@yahoo.com

**Barnwell**

Allendale/Barnwell Disabilities & Special  
Needs Board  
Post Office Box 556  
Barnwell, SC 29812-0556  
Phone: (803) 584-5050 (Allendale)  
(803) 259-7472 (Barnwell)  
Fax: (803) 584-7208 (Allendale)  
(803) 259-1351 (Barnwell)  
Email: bparker@barnwellsc.com

**Beaufort**

Beaufort Disabilities & Special Needs Board  
Post Office Box 129  
Port Royal, SC 29935  
Phone: (843) 470-6300  
Fax: (843) 470-6288

**Calhoun**

Calhoun County Board of Disabilities &  
Special Needs  
Rte 4, Box 79-B  
St. Matthews, SC 29135  
Phone: (803) 874-2664  
Fax: (803) 874-2660  
Email: ljohnson@earthlink.com

**SECTION 5 ADMINISTRATIVE SERVICES****DDSN COUNTY BOARDS****Charleston**

Disabilities Board of Charleston County  
995 Morrison Dr.  
Charleston, SC 29413  
Phone: (843) 805-5800  
Fax: (843) 805-5805  
Email: kelliott@dsncc.com

**Cherokee**

Cherokee Disabilities & Special Needs Board  
PO Box 340  
Gaffney, SC 29342  
Phone: (864) 487-4190  
Fax: (864) 489-1384  
Email: pcooper@cherokeedsnb.org

**Chester**

Chester-Lancaster Disabilities & Special  
Needs Board  
Post Office Box 577  
Lancaster, SC 29721  
Phone: (803) 285-4368  
Fax: (803) 286-5571

**Chesterfield**

Chesterfield Disabilities & Special Needs  
Board  
Post Office Drawer 151  
Chesterfield, SC 29709  
Phone: (843) 623-9016  
Fax: (843) 623-3144  
Email: CCBDN@infoave.net

**Clarendon**

Clarendon Disabilities & Special Needs Board  
Post Office Drawer 40  
Manning, SC 29102  
Phone: (803) 435-2330  
Fax: (803) 435-8523

**Colleton**

Colleton Disabilities & Special Needs Board  
Post Office Box 1547  
Walterboro, SC 29488  
Phone: (843) 549-1732  
Fax: (843) 549-2359

**Darlington**

Darlington Disabilities & Special Needs Board  
201 N. Damascus Church Rd.  
Hartsville, SC 29550  
Phone: (843) 332-7252  
Fax: (843) 332-3168  
Email: rthomsas@dcdsnb.org

**Dillon**

Marion-Dillon Disabilities & Special Needs  
Board  
Post Office Box 2072  
Dillon, SC 29536  
Phone: (843) 774-6775 (Dillon)  
(843) 423-4484 (Marion)  
Fax: (843) 774-0927 (Dillon)  
(843) 423-4541 (Marion)

**Dorchester**

Dorchester Board of Disabilities & Special  
Needs  
Post Office Box 2950  
Summerville, SC 29484  
Phone: (843) 871-1285  
Fax: (843) 871-2929

**Edgefield**

Emerald Center Board for Disabilities &  
Special Needs  
Post Office Box 3004  
Greenwood, SC 29648  
Phone: (864) 942-8900  
Fax: (864) 942-8945

**SECTION 5 ADMINISTRATIVE SERVICES****DDSN COUNTY BOARDS****Fairfield**

Fairfield-Newberry Disabilities & Special Needs Board  
Post Office Box 856  
Newberry, SC 29108  
Phone: (803) 635-1117  
Fax: (803) 635 1964  
Email: fndsnb@aol.com

**Florence**

Florence Disabilities & Special Needs Board  
Post Office Box 12810  
Florence, SC 29504  
Phone: (843) 667-5007 (Florence)  
(843) 394-3963 (Lake City)  
Fax: (843) 678-8573 (Florence)  
Email: hsdavised@yahoo.com

**Georgetown**

Georgetown Disabilities & Special Needs Board  
Post Office Box 1471  
Georgetown, SC 29442  
Phone: (843) 546-8228  
Fax: (843) 546-1617  
Email: rsg@sccoast.net

**Greenville**

Greenville Disabilities & Special Needs Board  
Post Office Box 17467  
Greenville, SC 29606-8467  
Phone: (864) 288-1907  
Fax: (864) 297-4990

**Greenwood**

Emerald Center Board for Disabilities & Special Needs  
Post Office Box 3004  
Greenwood, SC 29648  
Phone: (864) 942-8900  
Fax: (864) 942-8945

**Hampton**

Hampton Disabilities & Special Needs Board  
Post Office Box 128  
Hampton, SC 29924  
Phone: (803) 943-4818  
Fax: (803) 943-3322  
Email: clalgood@internetx.net

**Horry**

Horry Disabilities & Special Needs Board  
250 Victory Ln.  
Conway, SC 29526  
Phone: (843) 347-3010  
Fax: (843) 347-7308  
Email: dsn@sccoast.net

**Jasper**

Jasper Disabilities & Special Needs Board  
Post Office Box 747  
Ridgeland, SC 29936  
Phone: (843) 726-4499  
Fax: (843) 726-4091  
Email: myraz@hargay.com

**Kershaw**

Kershaw Board of Disabilities & Special Needs  
Post Office Box 310  
Camden, SC 29020-0310  
Phone: (803) 432-4841  
(888) 246-7718  
Fax: (803) 424-2280  
Email: kcbdsn@camden.net

**Lancaster**

Chester-Lancaster Disabilities & Special Needs Board  
Post Office Box 577  
Lancaster, SC 29721  
Phone: (803) 285-4368  
Fax: (803) 286-5571

**SECTION 5 ADMINISTRATIVE SERVICES****DDSN COUNTY BOARDS****Laurens**

Laurens Disabilities & Special Needs Board  
Post Office Box 986  
Laurens, SC 29360-0986  
Phone: (864) 682-2314  
Fax: (864) 682-2397  
Email: vsinclair@lcdsnd.org

**Lee**

Lee Disabilities & Special Needs Board  
Post Office Box 468  
Bishopville, SC 29010  
Phone: (803) 484-9473  
Fax: (803) 484-5710  
Email: leedsn2@gte.net

**Lexington**

Richland/Lexington Disabilities & Special Needs Board  
Post Office Box 3817  
Columbia, SC 29230  
Phone: (803) 799-1970  
Fax: (803) 799-8829  
Email: mleitner@rldsn.state.sc.us

**Marion**

Marion-Dillon Disabilities & Special Needs Board  
Post Office Box 2072  
Dillon, SC 29536  
Phone: (843) 774-6775 (Dillon)  
(843) 423-4484 (Marion)  
Fax: (843) 423-4541 (Dillon and Marion)

**Marlboro**

Marlboro Disabilities & Special Needs Board  
Post Office Box 1212  
Bennettsville, SC 29512  
Phone: (843) 479-1882  
Fax: (843) 479-0655  
Email: mcdsn@flosc.net

**McCormick**

Emerald Center Board for Disabilities & Special Needs  
Post Office Box 3004  
Greenwood, SC 29648  
Phone: (864) 942-8900  
Fax: (864) 942-8945

**Newberry**

Fairfield-Newberry Disabilities & Special Needs Board  
Post Office Box 856  
Newberry, SC 29108  
Phone: (803) 276-0078  
Fax: (803) 276-0785

**Oconee**

Oconee Disabilities & Special Needs Board  
116 South Cove Rd.  
Seneca, SC 29672  
Phone: (864) 885-6055  
Fax: (864) 885-6058  
Email: ocbd@innova.net

**Orangeburg**

Orangeburg Disabilities & Special Needs Board  
Post Office Box 1812  
Orangeburg, SC 29116  
Phone: (803) 536-1170  
Fax: (803) 531-8317  
Email: chucknorman@mindspring.com

**Pickens**

Pickens Board Of Disabilities & Special Needs  
Post Office Box 1308  
Easley, SC 29641  
Phone: (864) 859-5416  
Fax: (864) 859-1157  
Email: ethena@pcbdsn.org

**SECTION 5 ADMINISTRATIVE SERVICES****DDSN COUNTY BOARDS****Richland**

Richland/Lexington Disabilities & Special  
Needs Board  
Post Office Box 3817  
Columbia, SC 29230  
Phone: (803) 799-1970  
Fax: (803) 799-8829  
Email: mleitner@rldsn.state.sc.us

**Saluda**

Emerald Center Board for Disabilities &  
Special Needs  
Post Office Box 3004  
Greenwood, SC 29648  
Phone: (864) 942-8900  
Fax: (864) 942-8945

**Spartanburg**

Spartanburg Disabilities & Special Needs  
Board  
366 N. Church St., Suite 700  
Spartanburg, SC 29303  
Phone: (864) 596-3574  
Fax: (864) 596-3018  
Email: jblackwood@co.spartanburg.sc.us

**Sumter**

Sumter Disabilities & Special Needs Board  
Post Office Box 2847  
Sumter, SC 29151-2847  
Phone: (803) 778-1669  
Fax: (803) 775-9184  
Email: SCDSNB@FTC--1.net

**Union**

Union Disabilities & Special Needs Board  
Post Office Box 903  
Union, SC 29379  
Phone: (864) 427-7700  
Fax: (864) 427-1777

**Williamsburg**

Williamsburg Disabilities & Special Needs  
Board  
61 Greenlee St.  
Kingstree, SC 29556  
Phone: (843) 355-5481  
Fax: (843) 355-5483

**York**

York Disabilities & Special Needs Board  
Post Office Box 30  
Rock Hill, SC 29731  
Phone: (803) 628-5999  
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**SECTION 5 ADMINISTRATIVE SERVICES**

**DDSN COUNTY BOARDS**

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## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL FAMILY SUPPORT SERVICES STAFF

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Mercedes Zubleta	Phone: (864) 282-4251 Fax: (864) 282-4366	Greenville, Pickens
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Wanda Blakely	Phone: (864) 596-3416 Fax: (864) 596-2192	Cherokee, Spartanburg, Union
Adriane Able	Phone: (864) 227-5960 Fax: (864) 942-3690	Abbeville, Greenwood, Laurens, Saluda, Edgefield, McCormick
Diane Bolin	Phone: (803) 643-4013 Fax: (803) 642-1619	Aiken, Barnwell, Allendale
Terrie Craig	Phone: (803) 533-7239 Fax: (803) 536-9118	Calhoun, Orangeburg, Bamberg
Alesa Murdaugh	Phone: (843) 549-1516 Fax: (843) 549-6845	Colleton, Hampton, Jasper, Beaufort
Nora O'Connor	Phone: (843) 746-3842 Fax: (843) 746-3888	Dorchester, Berkeley, Charleston
Wendy Bass	Phone: (843)365-3126 Ext.133 Fax: (843) 365-3153	Georgetown, Williamsburg, Horry
Beth Turner	Phone: (843) 661-4794 (800) 476-3432 Fax: (843) 661-4809	Chesterfield, Marlboro, Darlington, Dillon, Florence, Marion
Stacey Evans	Phone: (803) 773-5511 Ext. 1341 Fax: 803) 773-6366	Kershaw, Lee, Sumter, Clarendon

## SECTION 5 ADMINISTRATIVE SERVICES

### DHEC FAMILY SUPPORT SERVICES STAFF

NAME	PHONE/FAX NUMBERS	COUNTIES
George Timms	Phone: (803) 576-2783 Fax: (803) 748-4993	Fairfield, Newberry, Lexington, Richland
Janet Ellis	Phone: 803) 909-7300 Ext. 7339 Fax: (803) 909-7397	Chester, Lancaster, York

### PRIVATE FSS CONTRACTS

NAME	PHONE NUMBERS	ORGANIZATION
Connie Hodo	Phone: (843) 722-7526	Florence Crittenton Programs of South Carolina, Inc.
Esther Gallieshaw	Phone: (803) 434-4143	Palmetto Health Alliance (Richland Memorial Hospital)
Andy Irwin	Phone: (864) 239-7897	Greenville Hospital System
Sally Wise	Phone: (864) 239-6585	Greenville Hospital System

## SECTION 5 ADMINISTRATIVE SERVICES

### CHILDREN'S REHABILITATIVE SERVICES DISTRICT COORDINATOR'S DIRECTORY

<b>Counties</b>	<b>CRS Clinic</b>	<b>Coordinator</b>
<b>Anderson Oconee</b>	<b>Appalachia I CRS Clinic</b> Anderson County Health Department 200 McGee Rd. Anderson, SC 29625 Phone: (864) 260-5650 Fax: (864) 260-1014	<b><i>Richard Lally, RN</i></b> CRS Coordinator
<b>Greenville Pickens</b>	<b>Appalachia II CRS Clinic</b> Greenville County Health Department 200 University Ridge Greenville, SC 29601 Phone: (864) 282-4300 Fax: (864) 282-4374	<b><i>Christine Byars, RN</i></b> CRS Coordinator
<b>Cherokee Union Spartanburg</b>	<b>Appalachia III CRS Clinic</b> Spartanburg County Health Department 151 East Wood Street Post Office Box 4217 Spartanburg, SC 29305-4217 Phone: (864) 596-3307 Fax: (864) 596-2192	<b><i>Lisa Dillard, RN</i></b> CRS Coordinator
<b>Chester Lancaster York</b>	<b>Catawba CRS Clinic</b> Lancaster County Health Department 1833 Pageland Highway Post Office Box 817 Lancaster, SC 29721 Phone: (803) 285-7628; 286-9948 (patients only) or 1-800-888-9798 Fax: (803) 286-5418	<b><i>Leanne Bailey, RN</i></b> CRS Coordinator
<b>Bamberg Calhoun Orangeburg</b>	<b>Edisto CRS Clinic</b> Orangeburg County Health Department 1550 Carolina Avenue Post Office Box 1126 Orangeburg, SC 29116-1126 Phone: (803) 533-7193 Fax: (803) 536-9118	<b><i>Evelyn Fulmer, RN</i></b> CRS Coordinator

## SECTION 5 ADMINISTRATIVE SERVICES

### CHILDREN'S REHABILITATIVE SERVICES DISTRICT COORDINATOR'S DIRECTORY

<b>Counties</b>	<b>CRS Clinic</b>	<b>Coordinator</b>
<b>Beaufort Hampton Jasper Colleton</b>	<b>Low Country CRS Clinic</b> 1235 Lady's Island Dr. Port Royal, SC 29935  Beaufort County Health Department 601 Wilmington St. Beaufort, SC 29902 Phone: (843) 525-4075 or 4080 Fax: (843) 521-5507	<i>Suzie Allen, RN</i> CRS Coordinator
<b>Aiken Allendale Barnwell</b>	<b>Lower Savannah CRS Clinic</b> Aiken County Health Department 828 Richland Ave. Aiken, SC 29801 Phone: (803) 642-1651 1-800-659-1651 (patients only) Fax: (803) 642-1683	<i>Rhonda Tyler, RN</i> CRS Coordinator
<b>Fairfield Lexington Newberry Richland</b>	<b>Palmetto CRS Clinic</b> Richland County Health Department Manager 2000 Hampton St. Columbia, SC 29204 Phone: (803) 576-2800 Fax: (803) 576-2820	<i>Elona Rhame, RN, MSN, MPH</i> CRS Nurse
<b>Chesterfield Darlington Dillon Florence Marion Marlboro</b>	<b>Pee Dee CRS Clinic</b> Florence County Health Department 145 E. Cheves St. Florence, SC 29506 Phone: (843) 661-4835 1-800-763-1223 Fax: (843) 661-4859	<i>Wilma Matthews, RN</i> CRS Coordinator
<b>Berkeley Charleston Dorchester</b>	<b>Trident CRS Clinic</b> Medical University of South Carolina 4050 Bridge View Dr. Suite 600 Charleston, SC 29405 Phone: (843) 792-3561 Fax: (843) 792-4692	<i>Jorie Ruegger, RN</i> CRS Coordinator

## SECTION 5 ADMINISTRATIVE SERVICES

### CHILDREN'S REHABILITATIVE SERVICES DISTRICT COORDINATOR'S DIRECTORY

<b>Counties</b>	<b>CRS Clinic</b>	<b>Coordinator</b>
<b>Abbeville</b> <b>Edgefield</b> <b>Greenwood</b> <b>Laurens</b> <b>McCormick</b> <b>Saluda</b>	<b>Upper Savannah CRS Clinic</b> Greenwood County Health Department 1736 S. Main St. Greenwood, SC 29646 Phone: (864) 227-5938 Fax: (864) 942-3690	<i>Pam Bishop, RN</i> CRS Coordinator
<b>Georgetown</b> <b>Horry</b> <b>Williamsburg</b>	<b>Waccamaw CRS Clinic</b> Horry County Health Dept. Admin. Office 2830 Oak St. Conway, SC 29526-4560 Phone: (843) 365-3126 Fax: (843) 365-3153	<i>Sarah Moorman, RN</i> CRS Coordinator
<b>Clarendon</b> <b>Kershaw</b> <b>Lee</b> <b>Sumter</b>	<b>Wateree CRS Clinic</b> Sumter County Health Department Post Office Box 1627 Sumter, SC 29151 105 N. Magnolia St. Sumter, SC 29150 Phone: (803) 773-5511 Fax: (803) 773-6366	<i>Carole Scott, RN</i> CRS Coordinator

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**SECTION 5 ADMINISTRATIVE SERVICES**

**CHILDREN'S REHABILITATIVE SERVICES DISTRICT COORDINATOR'S DIRECTORY**

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