



To all Suppliers:

As you well know, **effective November 1, 2018**, Lourdes Health Network (LHS), now Lourdes Hospital LLC changed the invoice processing center to The Northwest Financial Service Center (NWFSC). The MSC (Ascension) NO longer is your point of contact.

There is another change, **effective November 1, 2018**, the email address will be updated, due to a change of RCCH's email system. Please update the email address you send invoices to:

LHS.AP@MYWVMC.com

Please continue to send statements to Leann Kent, lkent@lourdesonline.org, as we are wanting to ensure all our vendors are all current and up to date with payments.

Also, if you have not done so, please update the bill to address of Lourdes to

Lourdes Hospital LLC
AP Processing
2700 S.E. Stratus Avenue, Suite 13290
McMinnville, OR 97128-6239

- To submit an invoice for payment you may email to LHS.AP@MYWVMC.com or mail to the above address. If emailing invoices, please make sure that the invoices are in individual PDF files. Invoices can be emailed in bulk, just not in the same PDF file.

If updating the Bill to Address for LHS means additional paperwork needs to be submitted, please contact us as soon as possible. You can contact Shannon Davis at 509-546-2315 or email at shannon.davis@lourdesonline.org

Thank you for your business!

Lourdes Hospital