



***Important Information:
Your 731 Telephone Number Will Change***

August 2007

Harborview Medical Center (HMC) is changing its 731 telephone numbers to utilize the 206-744 prefix. Although this change will occur over the next several months, you may begin using your new 744 telephone number on **August 1, 2007**.

Your current 731 telephone prefix will be replaced by 744, followed by your **same four digit extension**. For example:

If your current number is 206-**731**-2000, then your new number becomes 206-**744**-2000 on August 1.

What should I do starting August 1, 2007?

- Begin sharing your new 744 phone number with colleagues and family. Start getting familiar with leaving your new 744 number when leaving messages for people to call you back.
- Think about where you have published your phone number (business cards, stationery, clinic materials, brochures, emergency plans, family phone lists, forms, patient education materials, signs, voice mail greetings, Web sites, etc.) and consider opportunities to update materials with your new 744 telephone number.
- Update phone numbers whenever you publish new materials. You do not need to republish materials all at once. There will be an 18-month transition period, so can continue to consume printed materials with your old 731 number.
- Revise your fax cover sheet to reflect your new 744 fax number when current supplies are exhausted. Consider updating the fax number identity that is stored in your fax machine.
- Update any speed dial numbers with your office number that may be programmed on your cell phone, home phone, or other family member's phones.

What happens when people call my current 731 number?

- Callers may continue to reach you by dialing 731 until December 31, 2007.
- Starting in January 2008, and continuing until January 2009, people who call your 731 number will reach a recording that tells the caller that your number has changed to your new 744 number. The caller will then be connected automatically to your new number for at least six months.

Why is Harborview changing its telephone numbers to 744?

Harborview is implementing a series of changes this year as part of its strategic telecommunications plan. The migration from 731 telephone numbers to 744 telephone numbers enables new capabilities that will help HMC meet future needs and growth, and position HMC for the future.

What if my current telephone number does not begin with 731?

If your telephone number is already in the 744 prefix, such offices in the Pat Steel Building, then there is no change or impact to your number.

If your telephone number is in either the 341 or 521 prefixes, this change does not affect you at this time. Planning is underway to transition 341 and 521 telephone numbers at a future time.

Where can I get additional information?

If you have any questions regarding these changes, please visit <http://depts.washington.edu/hmctel/> or call **206-744-4141**.