



Section 1 - Member Demographics

Date Request Submitted: _____ by: ☐ Provider/Physician ☐ Facility
Patient Name: _____ DOB: _____ Gender: M / F
Address: _____
Patient ID Number: _____ Patient Phone: _____
Employee Name: _____ Employer Name: _____
☐ See Attached Face Sheet for Demographics

Section 2 – Service Information

Requesting Provider: _____ Tax ID: _____ NPI _____
Address: _____
Phone Number: _____ Fax Number: _____
☐ In Network Provider ☐ Out of Network Provider
Please provide direct line or extension for Contact Person to facilitate call back with certification number:
Provider Contact Person: _____ Phone Number: _____

Facility Rendering Care: _____ Tax ID: _____ NPI _____
Address: _____
Phone Number: _____ Fax Number: _____
Facility Contact Person: _____ Phone Number: _____
☐ In Network Facility ☐ Out of Network Facility
Diagnosis Code/ICD 9 or 10(s): _____
Procedure/CPT Code(s) and number of units requesting for each code: _____

Requested Date(s) of Service: _____
☐ Outpatient ☐ Inpatient If inpatient: ☐ ER Admit ☐ Direct Admit
For Behavioral Health Services: __ Mental Health __ Substance Abuse
Level of Care: __ Inpatient __ Residential __ PHP __ IOP __ Outpatient __ In Office
If request is for PHP or IOP, please provide how many days a week patient is anticipated to attend program and specific days requested: _____

Is treatment mandated by a 3rd Party: __ No __ Yes If yes, please explain: _____

Certification is for medical necessity only and does not guarantee payment.

Please contact Customer Care 1-800-786-7930 to verify benefits, eligibility, network status and any issues with claims. The Precertification process can take up to 72 hours.

Provider will be notified of determination by call or fax, followed by a mailed notification letter.