

Fax Cover Sheet for Medical Records

All requests must be typed or completed electronically then printed and attached to this cover sheet with your medical records (do not write by hand.)

Include a completed associated Certificate of Medical Necessity (CMN) for the requested care or treatment.



General/VPCR/VPSS: (877) 219-9448
Rx: (904) 905-9849
Transplant: (904) 357-6331
Medicare Advantage BlueMedicare SM, Medicare PPO: (904) 301-1614
FEP Preservice/VPCR Request Fax: (866) 441-1569
State Account Preservice/VPCR Request Fax: (866) 441-1568

Preservice Medical Review Department
Phone: (800) 955-5692 / Option 3 / Option 8

Authorization/Reference Number

Ref:

Date (mm/dd/yyyy):

Physician Information/Requesting Provider

Physician Name:

Provider Number:

National Provider Identifier (NPI):

Sender/Contact Name:

Phone:

Fax Number:

Patient Information

Patient Name:

DOB (mm/dd/yyyy):

Patient Policy Number:

Request Type

Standard

Expedited/Urgent

Expedited/Urgent Care - Any request for medical care or treatment for which the time period for making a non-urgent care determination could seriously jeopardize the life or health of the member or the member's ability to regain maximum function, based on a prudent lay person's judgment; or, in the opinion of a practitioner with knowledge of the member's medical condition, would subject the member to severe pain that cannot be adequately managed without the care or treatment that is the subject of the request.

Notes: The information in this document is confidential and intended solely for the use of the individual or entity to whom it is addressed. This document may contain material that is privileged or protected from disclosure under applicable law.

Action: If you are not the intended recipient or the individual responsible for delivering to the intended recipient, be advised that any use, dissemination, forwarding, or copying of this document is strictly prohibited. Notify the sender immediately by telephone and destroy this document immediately.

Availity[®], LLC is a multi-payer joint venture company. For more information or to register, visit the Availity website at availity.com.