

## MCS LIFE APPEALS REQUEST FORM

### OFFICIAL USE

Referral source																			
<input type="checkbox"/>	Call Center	<input type="checkbox"/>	Service Center	<input type="checkbox"/>	Mail	<input type="checkbox"/>	Email	<input type="checkbox"/>	Ethics Point	<input type="checkbox"/>	Fax	<input type="checkbox"/>	Call (Not received through the Call Center)	<input type="checkbox"/>	OPP/SHIP	<input type="checkbox"/>	Referred by Compliance	<input type="checkbox"/>	Other(Indicate):

<b>Reserved for the referring Unit / Department</b> Please stamp the designated area with the date and time	<b>Name of the employee who is referring the case</b> <input style="width: 95%; height: 20px;" type="text"/>	<b>Reserved for Grievances and Appeals</b> Please stamp the designated area with the date and time
	<b>Position of the employee who is referring the case</b> <input style="width: 95%; height: 20px;" type="text"/>	
	<b>Signature of the employee who is referring the case</b> <input style="width: 95%; height: 20px;" type="text"/>	

ENROLEE INFORMATION					
Last Name	First Name	Initial	Contract Number	Phone Number	Date

Mailing Address					
Urbanization	Street	Number	City	State	Zip Code

Service	Date service was rendered or will be performed	Full Name / NPI of Provider

EVENT DESCRIPTION
Please, detail the reasons for your appeal:

CERTIFICATION
I CERTIFY THAT THIS DOCUMENT IS MY APPEAL AND IT CONTAINS, IN MY OWN WORDS, THE TRUTH ABOUT ALL EVENTS THAT OCCURRED. ALSO, I CERTIFY THAT I HAVE BEEN NOTIFIED ABOUT FRAUD WHEN KNOWINGLY FILING A FALSE OR MISLEADING APPEAL.

Enrollee's or authorized representative's signature

**Confidentiality Notice:** This communication is privileged and confidential, and/or protected health information (PHI), and may be subject to protection under the law, including HIPAA. This communication is intended for the sole use of the individual or entity to whom it is addressed. If you are not the intended recipient, be advised that any use, disclosure, distribution, copying, or action taken in reliance on the contents of this communication is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrange for its return.