



MEMORANDUM

Date: August 25, 2016

To: All Practitioners, Providers and Employees

From: UM/QM Team, Apogee Health Partners Inc.

Re: Referral Request Form

The Apogee Health Partners (AHP) Referral Request Form is the key to helping you coordinate the care of your patients. It replaces the prescription pad or verbal instructions and helps to ensure that patient care is delivered to the correct patient in the appropriate setting. This form should never be altered by the PCP or Provider.

AHP will be transitioning the Providers to begin using electronic submission of the Referral Requests once training can be scheduled and implemented. This will streamline the referral process for both the Providers and the AHP UM staff, ensuring timeliness and efficiency throughout the process.

Attached to this memorandum you will find specific instructions on how to complete the Referral Request Form. This form will continue to be the accepted form used to request any and all medical services. Once the electronic submission is implemented, this form will no longer be used. Until this time, the Referral Request Form can be submitted to AHP via facsimile at 773-737-2838.

The "Limited Service Voucher" that was previously used to directly authorize certain medical services will no longer be valid as of September 1, 2016. The services that were rendered using the Limited Service Voucher will now be authorized via the Referral Request Form, and electronic submission into the future.

NOTE: Inpatient services can only be authorized by the HMO. Please submit any request for an inpatient service directly to the member's HMO.

NOTE: These forms and instructions can be accessed at apogeehealthpartners.com. The AHP contracted provider and facility directories can be found here as well, along with the Family Health Network provider and facility search engines.