

**Member Consent for Provider to File an Appeal
on my Behalf with Health Insurance Plan**

- 1. Provider name: _____
- 2. Provider plan ID number: _____
- 3. Provider address: _____
- 4. Provider phone number: _____
- 5. Description of services that are being appealed:

- 6. Date(s) services were or are to be provided: _____
- 7. I agree to allow this health care provider to file an appeal on my behalf with the following health plan, if there is a question about coverage for the services listed above.

- 8. I understand that:
 - If I consent, I will not be able to file my own appeal concerning these same services, nor will any representative I appoint, unless this consent is rescinded in writing.

 - I have a right to rescind this consent at any time. My legal representative has the right to rescind this consent at any time.

 - This consent shall be automatically rescinded if my health care provider does not file an appeal, or discontinues my appeal.

 - I have read this consent or have had it read to me, and it has been explained to my satisfaction.

9. I understand the information in the consent form, and grant my consent to this provider to file an appeal on my behalf.

a. Print member name:

b. Member date of birth:

c. Health insurance company:

d. Member insurance ID number:

e. Member address:

f. Member signature:

g. Signature date:

10. The above-named member is unable to sign this consent form because of the following reason(s):

I consent for the above-named member:

a. Print representative name:

b. Representative signature:

c. Signature date:

d. Print witness name:

e. Witness signature:

f. Signature date:

Return the completed authorization form in one of the following ways:

- **Mail:**

Member Appeals Department
P.O. Box 41820
Philadelphia, PA 19101-1890

- **Fax:** 215-988-6558 or 1-888-671-5274 (toll-free)

Member Appeal Consent Form Completion Instructions

Please note: The form must be fully completed for the appeal process to start.

1. **Provider Name:** The name of the provider you are designating to file your appeal.
 2. **Provider Plan ID Number:** The provider's plan ID number. *The doctor must supply this.*
 3. **Provider Address:** The address of the provider you designate to file your appeal.
 4. **Provider Phone Number:** The phone number of the provider you designate to file your appeal.
 5. **Description of services that are being appealed:** Please explain the services that are being appealed.
 6. **Date(s) services were or are to be provided:** The date that the services were provided or are going to be provided.
 7. **I agree to allow this health care provider to file an appeal on my behalf with the following health plan, if there is a question about coverage for the services listed above.** This statement indicates that you are permitting the provider you designate to file the appeal for you.
 8. Please read these statements to be sure you understand this process. I understand that:
 - If I consent, I will not be able to file my own appeal concerning these same services, nor will any representative I appoint, unless this consent is rescinded in writing.
 - I have a right to rescind this consent at any time. My legal representative has the right to rescind this consent at any time.
 - This consent shall be automatically rescinded if my health care provider does not file an appeal, or discontinues my appeal.
 - I have read this consent or have had it read to me, and it has been explained to my satisfaction.
 9. **I understand the information in the consent form, and grant my consent to this provider to file an appeal on my behalf:** Your signature indicates that you understand the consent form and its use.
 - a. **Print Member Name:** Print the name of the member.
 - b. **Member Date of Birth:** The member's date of birth.
 - c. **Health Insurance Company:** The name of your health insurance company.
 - d. **Member Insurance ID Number:** The identification number which is found on your member ID card.
 - e. **Member Address:** The member's address.
 - f. **Member Signature:** The member must sign the consent form.
 - g. **Signature Date:** The date the consent form was signed.
 10. **The above-named member is unable to sign this consent form because of the following reason(s):**

Please indicate any reason why the member is not able to sign the consent form, if applicable.

To be completed if the member is unable to sign the consent form. **I consent for the above-named member:**
- a. **Print Representative Name:** The name of the provider submitting the consent form on behalf of the member.
 - b. **Representative Signature:** The representative's signature
 - c. **Signature Date:** The date the representative signed the form.
 - d. **Print Witness Name:** Print the name of the person witnessing the signature of the representative.
 - e. **Witness Signature:** The signature of the witness.
 - f. **Signature Date:** The date the witness signed the form.