



### Request for Appeal Form

Standard Appeal

Fast Appeal

To ask for an appeal, please fill out and mail us this form. It will help us look at your request. We will send you a letter within three calendar days to let you know we got the form. We will send you a letter within 30 calendar days after we get the form to let you know what we decide.

Member Name: \_\_\_\_\_

Parent's or Guardian's Name (if service is for a child): \_\_\_\_\_

Healthy Blue ID #: \_\_\_\_\_

Reference #: \_\_\_\_\_

Name of doctor who wants to give or who gave you the service: \_\_\_\_\_

Doctor's office address: \_\_\_\_\_

Doctor's office phone number(s): \_\_\_\_\_ / \_\_\_\_\_

Type of service you want or got: \_\_\_\_\_

Why you want or got the service: \_\_\_\_\_

Date you had or want to have the service: \_\_\_\_\_

Why you are asking for an administrative review: \_\_\_\_\_

Sign and send this form to:

Central Appeals Processing  
Healthy Blue  
P.O. Box 62429  
Virginia Beach, VA 23466-2429  
Fax: 1-888-873-7308

By signing this form, you give us the right to get medical records needed to complete an administrative review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Member, Parent, Legal Guardian or Approved Representative\*

\*An approved representative must be named by the member, parent or legal guardian. The provider may act on behalf of the member with the member's and/or responsible party's written consent. An approved representative cannot make health care decisions that involve the financial duty of the member, parent or legal guardian unless it is put in writing.

Do you need help with your healthcare, talking with us, or reading what we send you? Call us toll free at 1-844-521-6941 (TTY 711) to get this for free in other languages or formats.

Healthy Blue is the trade name of Community Care Health Plan of Louisiana, Inc., an independent licensee of the Blue Cross and Blue Shield Association.

¿Necesita ayuda con su atención médica? ¿Necesita ayuda para leer lo que le enviamos o para hablar con nosotros? Llámenos al número gratuito 1-844-521-6941 (TTY 711) para conseguir esta información sin costo en otros idiomas o formatos.