

## DISPUTE RESOLUTION FORM

Person filing the dispute: Check One: ( ) Employee ( ) Provider ( ) Employer ( ) Insurer/Claims Admin

**Before you complete this form, have you contacted your plan by phone or fax and discussed your complaint with a Certified Workplace Medical Plan representative at 800-248-4363?**

Provide all information requested below and describe your dispute in detail on the space provided on the back of this form. Include dates, names, and the specific resolutions which you feel would remedy the situation.

Mail this form to the address noted on the back of this form or fax it to **877-236-7382**. Attach additional pages or information if necessary.

### EMPLOYEE INFORMATION

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

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### PROVIDER INFORMATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PPO Provider  Yes  No\*      \*Authorized Family Physician:  Yes  No

### EMPLOYER INFORMATION

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

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### INSURER/CLAIMS HANDLER INFORMATION

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

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

