

District of Columbia Transition of Authorization



If you are a new member of a UnitedHealthcare plan and were granted a prior authorization from your previous health plan carrier, UnitedHealthcare will cover the services included in that prior authorization for at least 60 days from the day you began coverage with UnitedHealthcare. In order to receive coverage, you must complete this form and include a copy of the previous carrier's approval letter.

Step 1

To begin the Transition of Authorization process, please contact UnitedHealthcare at 877-842-3210.

Step 2

To complete this form:

- Please complete and return this form within 60 days from the first day you became covered by a UnitedHealthcare plan.
- Please attach a copy of the previous health plan's prior authorization documentation, such as an approval letter.
- Please make sure all fields are complete. When the form is complete, it must be signed by the member for whom the Transition of Authorization is being requested. If the patient is a minor, a guardian's signature is required.
- You must complete a separate form for each prior authorization from your previous health plan carrier.
- Please fax this completed form along with your prior authorization documentation within 60 days following the effective date of your UnitedHealthcare plan to **1-800-696-8151**.
- After receiving your request, UnitedHealthcare will review and evaluate the information provided. Incomplete forms will be returned to the requester. If the form is complete, we will send you a letter to let you know that we will provide coverage for the services.
- If you need additional services after 60 days, you will be required to follow your UnitedHealthcare plan requirements.
- For Behavioral Health services, please contact your behavioral health carrier by calling the customer services phone number on your health care ID card.
- Claim will be administered at the appropriate benefit level based on network status of Provider.

Member Information							
Patient Name		Member ID Number		Patient's Date of Birth (mm/dd/yyyy)			
Address		City		State/Zip Code			
Home/Cell Phone Number			Work Phone Number				
Employer Name			Date of Enrollment in the Plan (mm/dd/yyyy)				
Member's Relationship to the Employee:							
Self		Spouse		Dependent		Other	
Authorization to release records: I authorize all physicians and other health care professionals or facilities to provide UnitedHealthcare information concerning medical care, advice, treatment or supplies for the member named above. This information will be used to determine the member's eligibility for Transition of Authorization benefits under the plan.							
Member's Signature/ Parent or Guardian's Signature if Member is a Minor					Date (mm/dd/yyyy)		

Care Provider Section - Your health care professional should complete the following information:					
Requesting Provider Name		National Provider Identifier (NPI) or Tax ID Number (TIN)		Phone Number	
Address		City		State/Zip Code	
Hospital/Outpatient Facility Name & Tax ID Number (TIN)				Hospital/Facility Phone Number	
Servicing Provider Name (if different from Requesting Provider)		National Provider Identifier (NPI) or Tax ID Number (TIN)		Phone Number	
Address		City		State/Zip Code	
Diagnosis			CPT Codes Approved		
UnitedHealthcare Service Reference Number (SRN)		Dates of Service (mm/dd/yyyy) Approved		Visits Approved (if applicable)	
Drug Name if applicable:			Units Approved (if applicable):		
Place of Service: Acute Hospital Home Inpatient Inpatient Rehab Office Outpatient Skilled Nursing Facility Hospice			Services Requested: DME Hospice Medical Pharmacy Surgical Transportation		
Current and Associated Treatment(s)/Comments 					
<p>The above-named patient is a UnitedHealthcare member. We understand you are a participating provider in the UnitedHealthcare network. Please note the following:</p> <ul style="list-style-type: none"> • If applicable, payment under your participation agreement, together with any copayment, deductible or coinsurance for which the member is responsible under the plan is payment in full for the covered service and you will not seek to recover, and will not accept any payment from the member, UnitedHealthcare, or any payer or anyone acting on their behalf, in excess of payment in full, regardless of whether such amount is less than your billed or customary charge. • Upon request, you will share information regarding the member's treatment with us. • If applicable, you will make referrals for services including laboratory services, to network providers in accordance with the terms of your participation agreement. 					
Signature of Health Care Professional				Date (mm/dd/yyyy)	

CONFIDENTIALITY NOTICE: Information in this document is considered to be UnitedHealthcare's confidential and/or proprietary business information. Consequently, this information may be used only by the person or entity to which it is addressed. Any recipient shall be liable for using and protecting UnitedHealthcare's proprietary business information from further disclosure or misuse, consistent with recipient's contractual obligations under any applicable administrative services agreement, group policy contract, non-disclosure agreement or other applicable contract or law.

The information you have received may contain protected health information (PHI) and must be handled according to applicable state and federal laws, including, but not limited to HIPAA. Individuals who misuse such information may be subject to both civil and criminal penalties.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, may commit a fraudulent insurance act, which may be a crime, and may also be subject to a civil penalty for each violation.