

Member Primary Care Provider (PCP) Change Request Form



Please complete this form with your provider if you want to change your PCP. Your provider will then send this form to your health plan, letting them know about the change.

Your PCP is the provider you go to first and most often for your healthcare needs and for guidance about important preventive care to keep you healthy and active. Please print clearly and complete all fields. Be sure to sign the bottom of the form. You can also choose a new PCP by calling your Care Coordinator at **1-855-323-4578** (TTY: **711**), 8 a.m to 5 p.m., Monday through Friday. After hours, on weekends and on state or federal holidays, you may be asked to leave a message. Your call will be returned within the next business day. Or, you can call Member Services at **1-855-323-4578** (TTY: **711**), 8 a.m to 8 p.m., seven days a week. On weekends and on state or federal holidays, you may be asked to leave a message. Your call will be returned within the next business day.

Member First Name: _____ Member Last Name: _____

Date of Birth: _____ Member Phone Number: _____

Member ID #: _____

Current Primary Care Provider (PCP) Name: _____

Group/Location: _____

New Primary Care Provider (PCP) Name: _____

Group/Location: _____

Address: _____

PCP Plan Provider #: _____ Effective Date of Change: _____

Reason for Change: _____

Member Signature _____ Date: _____

Preparer name: _____ Preparer Phone Number: _____

Preparer signature: _____ Date: _____



Instructions

Please fax this form to **1-877-858-2437**.

All PCP changes will be effective the first day of the following month when that application is received before the last five (5) calendar days of the month. Requests to change your PCP received during the last five (5) calendar days of the month will result in Enrollments with an effective date the first calendar day of the next month after the following month. For example, an application received on March 28th will only be effective May 1st.

Upon receipt of form, turnaround times can take up to [5] business days to process. However, the member's new PCP may begin to see them effective immediately.

MeridianComplete (Medicare-Medicaid Plan) is a health plan that contracts with both Medicare and Michigan Medicaid to provide benefits of both programs to enrollees.