



## PROVIDER DISPUTE RESOLUTION REQUEST

- Please complete the below form. Fields with an asterisk ( \* ) are required.
- Be specific when completing the DESCRIPTION OF DISPUTE and EXPECTED OUTCOME.
- Provide additional information to support the description of the dispute. Do not include a copy of a claim that was previously processed.
- Multiple "LIKE" claims are for the same provider and dispute but different members and dates of service.
- For routine follow-up, please use the Claims Follow-Up Form instead of the Provider Dispute Resolution Form.
- Mail the completed form to: **SAN FRANCISCO HEALTH PLAN  
201 THIRD STREET, SUITE 700  
ATTN: CLAIMS DEPARTMENT  
SAN FRANCISCO, CA 94103**

<b>*PROVIDER NPI:</b>	<b>PROVIDER TAX ID:</b>
<b>*PROVIDER NAME:</b>	
<b>PROVIDER ADDRESS:</b>	

**PROVIDER TYPE**     MD     Mental Health Professional     Mental Health Institutional     Hospital     ASC  
 SNF     DME     Rehab     Home Health     Ambulance     Other \_\_\_\_\_  
(please specify type of "other")

**CLAIM INFORMATION**     Single     Multiple "LIKE" Claims (complete attached spreadsheet) *Number of claims:* \_\_\_\_

<b>* Patient Name:</b>		<b>Date of Birth:</b>
<b>* SFHP ID Number:</b>	<b>Patient Account Number:</b>	<b>Original Claim ID Number:</b> (If multiple claims, use attached spreadsheet)
<b>Service "From/To" Date:</b> ( * Required for Claim, Billing, and Reimbursement Of Overpayment Disputes)	<b>Original Claim Amount Billed:</b>	<b>Original Claim Amount Paid:</b>

<b>DISPUTE TYPE</b>	
<input type="checkbox"/> Claim	<input type="checkbox"/> Seeking Resolution Of A Billing Determination
<input type="checkbox"/> Appeal of Medical Necessity / Utilization Management Decision	<input type="checkbox"/> Contract Dispute
<input type="checkbox"/> Disputing Request For Reimbursement Of Overpayment	<input type="checkbox"/> Other:

**\* DESCRIPTION OF DISPUTE:**

**\* EXPECTED OUTCOME:**

<b>Contact Name (please print)</b>	<b>Title</b>	<b>Phone #:</b>
<b>Signature</b>	<b>Date</b>	<b>Fax #:</b>

*For Health Plan/RBO Use Only*

TRACKING NUMBER \_\_\_\_\_ PROV ID# \_\_\_\_\_

Contracted    Non-Contracted    MG/LOB    Rec'd Date