



# PCP TO SPECIALIST REFERRAL FORM

- PUP has adopted the concept that the PCP is the "Medical Home" for its members.
- When necessary, the PCP should refer their patients to a Specialist physician using this Referral Form.
- The Specialist physician must document the receipt of the request and the reason for the referral in the medical record.
- The Specialist physician must notify the PCP of any planned procedures that require a Prior Authorization. (Refer to PUP's Referral and Authorization Guide)
- The PCP should require that the patient return to their office to discuss the recommendations of the Specialist physician.
- **Referrals by a Specialist physician to another Specialist physician are not permitted.**

## MEMBER INFORMATION

PUP Member ID: \_\_\_\_\_ Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 PUP Member Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PRIMARY CARE PHYSICIAN INFORMATION

Requesting PCP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Diagnosis: \_\_\_\_\_  
 Reason for Referral: \_\_\_\_\_  
 \_\_\_\_\_

## SPECIALIST INFORMATION

Name of Referred Specialist: \_\_\_\_\_  
 Specialty: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

## PURPOSE FOR SPECIALIST

Consult only       Evaluation and Treatment  
 Total of \_\_\_\_\_ visits per referral (maximum of 3)

*This form is valid for 90 days from the date of request. Member must return to PCP for further visits.*

## NOTE TO SPECIALISTS

- Follow up visits to a specialist provider in excess of what is indicated above requires another referral from PUP member's PCP.
- Specialty providers **must** send his/her notes to the PCP within 5 business days of visit or within a reasonable time frame.
- Certain diagnostic procedures considered by PUP to be part of a routine office visit may be conducted as part of the initial visit unless prior authorization is required. (Refer to PUP's Referral and Authorization Guide)
- Receipt of this referral does not guarantee reimbursement. Reimbursement is subject to benefit coverage and patient eligibility at the time service is rendered.

10-2-09

**Have questions regarding the referral process?**  
 Members: 1-866-571-0693 | Providers: 1-877-978-7776