

Potential Quality Issue Referral Form

Identifying Data

Member name: _____ DOB: _____ Member ID #: _____

Provider name: _____ NPI #: _____

Provider address: _____ Phone #: _____

Group/plan: _____ Phone #: _____ PR #: _____

Referred by: _____ ICD-10 code: _____ Client case: Y or N

Reason for Quality Management Department review (check ALL that apply)

- There was a **delay in diagnosis or medical treatment**
- There was a **diagnosis error**
- There was a **treatment error**
- There was an **unexpected trauma or other safety issues during health care visit**
- There was a **lack of required medical record documentation**
- There was a **complaint about accessibility to care**
- There was a **complaint about a delay in obtaining an appointment or services**
- There was a **potential quality of care issue**
- There was a **quality of service issue**
- Other - please specify: _____

Brief summary of events (include date of service. Attach additional pages, as needed.)

Referring staff signature: _____

Department: _____ Date: _____ Phone #: _____

Submit this completed form and any additional documentation (i.e., copy of complaint/grievance) to the Quality Management Department by fax 855-640-6735. To maintain confidentiality of this referral, please do not copy completed form.