

Complete Address:

# Board Enrollment Department

Phone:

Fax :

Member / claims Transfer Request Form

# Fax

To: \_\_\_\_\_ From: Enrollment, Specialist: \_\_\_\_\_

Fax: \_\_\_\_\_ Date: July 23, 2002 \_\_\_\_\_

Phone: \_\_\_\_\_ Pages: \_\_\_\_\_

Re: Member Transfer \_\_\_\_\_ CC: \_\_\_\_\_

Urgent     For Review     Please Comment     Please Reply     Please Recycle

UCI: \_\_\_\_\_ Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

**Message:** The \_\_\_\_\_ County Board has determined that the above listed member(s) having previously been enrolled in your Group and Plan are now residents of this county. This courtesy notice is provided to inform you that we have terminated your Board's Group and Plan and opened a new \_\_\_\_\_ County Group and Plan eligibility span. This Board is assuming financial responsibility for these members as of the effective date above.

**Claims Security Release Request:** One or more of \_\_\_\_\_ County agencies may have submitted claims for services prior to this change in MACSIS. Please search for any claims with payment status "UNPOSTED," and if found, refresh each claim header (s), and re-adjudicate each claim detail. Lastly, change your Board's security code to our security code "\_\_\_\_" so these claims will adjudicate properly. Upon completion, return this form via fax immediately listing of the associated claims. Please DO NOT place these claims on hold.

If there are questions or concerns, please contact me. Thank you for your cooperation.

UCI Number	Last Name	First Name	Date of Service	Claim Number

IMPORTANT: This message is intended only for the use of the individual or entity to which it is address and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please notify us immediately by telephone, and return the original message to us at the above address via the United States Postal Service.