

# External Delegate Referral Request Form

|  |  |
| --- | --- |
| **Care Coordinator:**  **Organization:** | **Phone Number:**  **Care Coordinator Email:** |
| **Member Name:**  **Member DOB:** | **Member Medica ID Number:**  **Member Product:** |
| **Member Primary Care Physician:** | **Clinic Name/Address:** |

|  |
| --- |
| **Personal Care Assistance (PCA) directions**  **PCA Decrease:**   * **Did the member choose other services/supports as an alternative to assessed units/hours of the completed PCA Assessment by initialing #2 in Section 5 on Page 6 of the Supplemental Waiver PCA Assessment and service plan? Yes**  **No** * **NOTE: If member did not choose reduction to fit within EW budget, CC must begin DTR process**   **PCA Increase:**   * **Did PCA units increase by 8 or more units per day from previous authorization? Yes**  **No**    + **The current PCA assessment must accompany referral request.** |
|  |

**Service Authorization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service Description/ Code | Servicing Provider Name,  Address Phone and Fax  Tax ID (if known) | Units  (hrs/days/wks/mths) | Cost | Start Date | End Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Comments:***

**All external delegate referral request forms are to be emailed to:** [**referralrequest@medica.com**](file:///\\Corp\FS\CorpShared\GOVTPROG\Care%20Coordination%20Products\CCP\CCP%20folders\Special%20Needs%20Plans%20Admin\Clinical%20Oversight%20team\Clinical%20Managers%20MCS\PCA\PCA%20Assessments%208+%20unit%20increase\referralrequest@medica.com%20)

© 2020 Medica. Medica®, and Medica DUAL Solution® are registered service marks of Medica Health Plans. “Medica” refers to the family of health services companies that includes Medica Health Plans, Medica Community Health Plan, Medica Insurance Company, Medica Self‐Insured, MMSI, Inc. d/b/a Medica Health Plan Solutions, Medica Health Management, LLC and the Medica Foundation.