

APPEAL REQUEST FORM

Name of Person Filing Appeal Relationship to Covered Person Covered Person/Applicant Authorized Representative (please complete the Appointment of Authorized Representative section)						
CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE (IF APPLICABLE)						
Mailing Address		City		State	Zip Code	
Daytime Phone			Evening Phone			
Email Address			Fax			
COVERED PERSON/APPLICANT INFORMATION						
First Name	Last Name			Member ID Number		
Mailing Address	City			State	Zip Code	
Daytime Phone			Evening Phone			
Email Address			Member Date of Birth			
TREATING PHYSICIAN/HEALTHCARE PROVIDER INFORMATION						
Name			Phone Number			
Mailing Address	City			State	Zip Code	
Email Address			Fax Number			
Contact Person			Phone Number			
POST SERVICE						
Claim Number(s)		Date(s	Date(s) of Service			
Provider(s)						

PRE-SERVICE	
Authorization Number Ser	vice Requested
Request Expedited Review ☐ Yes ☐ No	
DESCRIPTION AND REASON FOR APPEAL (ATTACH ADDITION	ONAL DOCUMENTATION, IF APPLICABLE)
Internal Appeal Specifications	
Appointment of Authorized Representative (complete whe	n someone else is representing you in this appeal)
You may represent yourself, or you may ask another person, i	
authorized representative. You may revoke this authorization	at any time.
I hereby authorize	to pursue my appeal on my behalf.
Signature of Covered Person (or legal representative*)	Date
Member Signature	Date
Representative's Signature* (with AOR form or POA attached,	if applicable) Date
*Please specify spouse, caretaker, conservator or other	
Send this form and a copy of your notice of final adverse I	enefit determination to one of the following:
PrimeTime Health Plan Appeals PO Box 6029 Canton, OH 44706 Fax: 330-363-3066 Email:	pthpappeals@aultcare.com

For more information, please contact PrimeTime Health Plan at 1-800-577-5084 or TTY users can call 711, Monday-Friday from 8 a.m. to 8 p.m. (Oct. 1 – March 31, we are available 7 days a week from 8:00 a.m. to 8:00 p.m.), or visit www.pthp.com.

to this claim.

Keep copies of this form, your Notice of Final Adverse Benefit Determination and all documents and correspondence related

Reviewed: 9/2023