

## Request for Tier II services to be paid at Tier I levels

**As explained in the Open Enrollment booklet: For services not available in Tier I: If a covered service or procedure is not offered by the CMH PHO or Mass General Hospital, it will be paid at the highest level (Tier 1, typically 90%) only if you receive pre-authorization from the Employee Health Director PRIOR to service. You need to pre-authorize by calling the Employee Health Director at 207-330.7757. The Employee Health Director will record the request and, if necessary, consult with the Medical Director of the Employee Health Plan. The Medical Director will determine if your request can be granted. Attempts will be made to provide related procedures (e.g. diagnostic labs, xrays, tests, etc.) within CMH (at CMMC, Bridgton or Rumford). If prior pre-authorization is not received, there will be no ability to have the claim re-processed. I am requesting Tier I coverage for a Tier II service as described below. This process does NOT change what the CMH Plan covers; non-covered services will remain non-covered.**

Employee's Name:

Patient's Name:

Daytime phone number:

Email address:

Patient's Date of Birth:

Name and location of referring PCP:

The Requested service:

Name and location of Tier II provider:

Reason it can't be done in Tier I:

Supporting documentation:

Signature:

Date:

Once completed the form should be faxed to Deb Kiker, Director, Employee & Occupational Health

Fax number: 207.795.5688