

MCS CLASSICARE GRIEVANCE SUBMISSION FORM

Referral Source																			
<input type="checkbox"/>	Call Center	<input type="checkbox"/>	Service Center	<input type="checkbox"/>	Mail	<input type="checkbox"/>	e-mail	<input type="checkbox"/>	Ethics Point	<input type="checkbox"/>	Fax	<input type="checkbox"/>	Phone Call (Not received through the Call Center)	<input type="checkbox"/>	OPP/SHIP	<input type="checkbox"/>	Referred by Compliance	<input type="checkbox"/>	Other (Please specify):

Reserved for the referring Unit/ Department Please stamp the designated area with the date and time	Name of the employee who is referring the case	Reserved for Grievances and Appeals Please stamp the designated area with the date and time
	Position of the employee who is referring the case	
	Signature of the employee who is referring the case	

ENROLLEE INFORMATION

First Last Name	Second Last Name	Name & Initial	Contract Number	Phone Number	Filing Date

Postal Address					
Urbanization / Ward	Street	Number or P.O.Box	City	State	Zip Code

INFORMATION OF THE PROVIDER AGAINST WHOM THE COMPLAINT IS FILED

Name of the person against whom the grievance is filed	Position	Name of the Office or Institution	National Provider Identifier

DESCRIPTION OF THE FACTS

Indicate how the events you allege occurred

CERTIFICATION

I CERTIFY THAT THIS DOCUMENT IS MY GRIEVANCE AND IT CONTAINS, IN MY OWN WORDS, THE TRUTH ABOUT EVENTS THAT OCCURRED. I FURTHER CERTIFY THAT I HAVE BEEN NOTIFIED ABOUT FRAUD WITHIN THE GRIEVANCE FILING PROCESS.

Signature of enrollee or legal representative	<p style="font-size: small;">MCS Classicare is an HMO plan subscribed by MCS Advantage, Inc. Confidentiality Notice: This communication is privileged and confidential, and/or protected health information (PHI) or electronic protected health information (ePHI), and may be subject to protection under the law, including HIPAA. This communication is intended for the sole use of the individual or entity to whom it is addressed. If you are not the intended recipient, be advised that any use, disclosure, distribution, copying, or action taken in reliance on the contents of this communication is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrange for its return.</p>