



Open

Medical director report template

SAMPLE LETTER OF MEDICAL NECESSITY

Payers may require prior authorization or supporting documentation in order to process and cover a claim for the requested therapy. A prior authorization allows the payer to review the reason for the requested therapy and to determine medical appropriateness. A patient-specific letter of medical necessity will help to explain the physician's rationale and clinical decision-making in choosing a therapy. The following is a sample letter of medical necessity that can be customized based on your patient's medical history and demographic information. Please note that some payers may have specific forms that must be completed in order to request prior authorization or to document medical necessity.

[Date]
[Contact Name of medical director or other payer representative]
[Contact Title]
[Name of Health Insurance Company]
[Address]
[City, State, Zip]

Re: Letter of Medical Necessity for [Product] [strength]

Patient: [Patient Name]
Group/policy Number: [Number]
Date(s) of service: [Dates]
Diagnosis: [Code & Description]

Dear [Insert contact name or department]:

I am writing on behalf of my patient, [PATIENT NAME], to [REQUEST PRIOR AUTHORIZATION/DOCUMENT MEDICAL NECESSITY] for treatment with [Product]. [Product] is indicated for treatment of [Indication Statement]. This letter serves to document that [PATIENT NAME] has a diagnosis of [DIAGNOSIS] and needs treatment with [Product], and that [Product] is medically necessary for [him/her] as prescribed. On behalf of the patient, I am requesting approval for use and subsequent payment for the treatment.

Patient Medical History and Diagnosis
[PATIENT NAME] is a [AGE]-year-old [MALE/FEMALE] diagnosed with [DIAGNOSIS]. [NAME OF PATIENT] has been in my care since [DATE]. As a result of [DIAGNOSIS], my patient [ENTER BRIEF DESCRIPTION OF PATIENT HISTORY]. Additionally, [PATIENT] has tried [PREVIOUS THERAPIES] and [OUTCOMES]. The attached medical records document [PATIENT NAME]'s clinical condition and medical necessity for treatment with [Product].

Based on the above facts, I am confident that you will agree that [Product] is indicated and medically necessary for this patient. The plan of treatment is to start the patient on [Product], and monitor and follow up as appropriate.

Please consider coverage of [Product] on [PATIENT NAME]'s behalf, and approve use and subsequent payment for [Product] as planned. Please refer to the enclosed Prescribing Information for [Product]. If you have any further questions regarding this matter, please do not hesitate to call me at [PHYSICIAN TELEPHONE NUMBER]. Thank you for your prompt attention to this matter.

Sincerely,

[PHYSICIAN NAME], [DEGREE IN INITIALS]
[PROVIDER IDENTIFICATION NUMBER]

Enclosures: [Attach as appropriate]
FDA approval letter
Prescribing Information (PI)
Clinic notes & labs

CC: [Medical Director, patient, specialty society, Insurance Commissioner]

RJX1803w 08/16

STUDENT MEDICAL REPORT

This report is to be completed by a licensed practicing physician after a thorough physical examination of the student.

1. Student's Name _____
2. Student's Age _____ Sex _____
3. Name, Address, and Telephone of Examining Physician _____

To the Physician: Please complete the following:

Does the student have or show signs of the following:

1. Tuberculosis _____
2. Asthma _____
3. Epilepsy _____
4. Diabetes _____
5. Hypertension _____
6. Allergies _____
7. Depression _____
8. Psychosis _____
9. Any other mental illness _____

10. Other Communicable diseases _____

11. Any other illness that may impact on his or her ability to successfully undertake rigorous medical training. _____

12. Any additional Comments _____

Examining Physician _____

Board Certification(s) _____

Signature _____

Date _____



CUSTOMER MEDICAL REPORT

Purpose: Use this form to request medical information from your physician, physician assistant or nurse practitioner.

Instructions: Follow the detailed INSTRUCTIONS printed on page 2. Complete the Customer Information and Information Release Approval sections on this page. Take the entire MED 2 and DMV letter to your physician, physician assistant or nurse practitioner to complete the sections that pertain to your medical condition. Part F must be completed by your physician, physician assistant or nurse practitioner. Note: Any charges related to or incurred as part of the completion of this form are the customer's responsibility.

CUSTOMER INFORMATION					
NAME (Last)	(First)	(M)	(Initial)	CUSTOMER NUMBER (from your driver's license) or SSN	
RESIDING/EHOME ADDRESS				<input type="checkbox"/> Check if this is a new address, your address will be changed on DMV's system.	
CITY	STATE	ZIP CODE	CITY OR COUNTY OF RESIDENCE		
MAILING ADDRESS (if different from above)					
CITY			STATE	ZIP CODE	DAYTIME TELEPHONE NUMBER
BIRTH DATE (mm/dd/yyyy)	Gender <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	WEIGHT	lbs	HEIGHT	FT IN
Describe, in detail, your medical condition.					
Do you take prescription/nonprescription medications? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, list below. (attach a separate sheet if more space is required)					
NON-PRESCRIPTION MEDICATION	DOSAGE	TIME(S) TAKEN	PREScription MEDICATION	DOSAGE	TIME(S) TAKEN
Have you ever experienced a blackout, seizure, loss of consciousness, or syncope? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, enter date of last episode.			DATE (mm/dd/yyyy)	Did the episode result in a motor vehicle crash? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Explain what happened during the episode.					
COMMERCIAL DRIVER LICENSE DISABILITY WAIVER OR HAZARDOUS MATERIALS VARIANCE					
Are you applying for a commercial driver license disability waiver or a hazardous materials variance? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If YES, a CDL Disability Waiver or Hazardous Materials Variance Application (MFD-30) must also be submitted.					

INFORMATION RELEASE APPROVAL

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