



UniCare Outbound Fax Information Form for Utilization Management Decision Letters

UniCare has a process in place to fax utilization management (UM) decision letters to providers and facilities for approvals, denials, and requests for additional information. This process allows facilities and providers to receive their decision letters as soon as they are completed.

How to begin receiving UM decision letters by fax

If you'd like to receive faxed UM decision letters from UniCare, please complete this form and fax it to us at **800-848-3623, Attn: Outbound Fax Information**. A secure fax number is required to use this service. To ensure that we are HIPAA compliant, we need this form completed and returned to us before we can begin this process. All references to "secure" should be understood as meaning "HIPAA compliant."

Provider*/facility name: _____

Address: _____

Secure email: _____

Tax Identification Number: _____

NPI: _____

Secure fax number: _____

Please fax this information to 800-848-3623, ATTN: Outbound Fax Information.

*** Important: A separate attestation form must be completed for each provider.**

I attest that the above fax number is correct for the facility/provider listed and that it is secure for faxing PHI.

Signature of person completing form: _____

Printed name: _____

Phone number: _____

Date: _____

We will validate fax numbers in the same manner every six to 12 months. If your fax number changes, please notify us so we can maintain a HIPAA compliant process.

Thank you,

UniCare Medical Management