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# Provider Claims Action Request

Please use this form to request the reconsideration of a claim. If you are not satisfied, an appeal must be filed within one year of the date that UHA first informed you of the denial or limitation of the claim or coverage for any requested service.

## MEMBER INFORMATION

Patient Name (First, Middle, Last) \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 \_\_\_\_\_ UHA Member ID # \_\_\_\_\_  
 \_\_\_\_\_  
 Date(s) of Service \_\_\_\_\_  
 \_\_\_\_\_

## PROVIDER INFORMATION

Rendering Physician/Provider \_\_\_\_\_  
 Provider Group or Company \_\_\_\_\_  
 Provider Billing Address \_\_\_\_\_

If it is determined that money is owed to UHA  Please withhold funds from future payment(s)  We will remit refund to UHA

Contact person for this request \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_

## CLAIM INFORMATION Issue(s) to be resolved (please check all that apply)

UHA Claim Number \_\_\_\_\_

Denied Claim Line       Incorrect Payment Amount       Coordination of Benefits  
 Eligibility       Payment Error (Please Describe Below)       Other (Please Describe Below)

Please explain the reason for this request

**\* Please note** - Any time Modifier 25 is used, UHA requires Clinical Notes to be reviewed for payment. Any additional medical documentation provided may serve to expedite this request.

Please send completed form and any attachments to: **UHA Customer Services Department**  
 700 Bishop Street, Suite 300  
 Honolulu, HI 96813  
 Or via Fax: **1-866-572-4393**