

**DISCHARGE FROM PRACTICE FORM
HMO and MEDICARE ADVANTAGE HMO MEMBERS**

Make sure that the following steps have been completed before sending this form to Florida Blue:

- Verify that the member is currently assigned to the PCP indicated below through Availity^{®1}
- Document the discharge reason in the member's medical record.
- Send 2 notification letters to the member via certified mail (applies to Medicare Advantage HMO members only.) See "*Discharge from PCP Practice*" in the Provider Manual.
- Complete this form and fax it to Florida Blue at the following fax number: (904)997-5716.

Date: _____

Member Name: _____

Member ID Number: _____

Member Date of Birth: _____

PCP Name: _____

NPI Number: _____

Group/Practice Name: _____

Contact Name: _____

Contact Phone Number: _____

Please check the reason for discharge:

- Failure to establish care with the PCP
- Threatening behavior toward staff or other patients
- Fraudulent behavior
- Other

Note:

- If this request is approved, the PCP effective date change is the date on the member letter.
- This is for HMO and Medicare Advantage HMO members only. We can't reassign a PPO member because PPO members are not required to have a designated PCP.
- Members may change their assigned PCP by calling the Customer Service number on the back of their member ID card.

¹Availity, LLC is a multi-payer joint venture company. For more information or to register, visit Availity's website at Availity.com.
900-0652-0917