



Primary Care Case Management Referral Request

Type or print clearly to create your request:

REF

INSTRUCTIONS:

All items marked as REQUIRED or SITUATIONAL may cause a referral to be returned if not filled out accurately. Please contact Provider Services for additional help in completing this form or for instructions to submit via the portal.

Section 1:

1- Refer From:

- a. Enter PCP Pay-To Name along with the 10-digit NPI – REQUIRED
- b. Enter PCP Rendering Provider Name along with the 10-digit NPI – REQUIRED
If the Pay-To has no rendering providers, please enter the Pay-To NPI

2- Enter Member's Name, Member's MaineCare ID number and Date of Birth – REQUIRED

3- Enter the Referral Dates, or span of dates, that services will be provided for the referral request – If this is not completed, a 6-month date span will be entered with the receive date being the begin date of the referral

4- Enter a Principal Diagnosis for the referral. This must be a corresponding ICD-9 code – REQUIRED

5- Enter Number of Referral Visits – If this is not completed, 3 visits will be entered

6- Refer To:

- a. Enter the Pay-To Name and Pay-To 10-digit NPI of the Provider who will provide the service – REQUIRED
- b. Enter the Name and 10-digit NPI of the Rendering Provider who will provide the service – REQUIRED
If the Pay-To has no rendering providers, please reenter the Pay-To NPI

Section 2:

- Choose a Reason for Referral – REQUIRED
- If "Other" is chosen for Reason of Referral, then a description is needed – SITUATIONAL
- Additional Referral Details or Limitations for the request may be entered – SITUATIONAL

Submitted requests can be found on the provider portal at <https://mainecare.maine.gov>. The portal also offers references to policy.

All NPI information can be found at the CMS NPI Registry page at:

<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>

Mail to: PA/Referral Unit, Office of MaineCare Services, 11 State House Station, Augusta, ME 04333

Fax #: 1-866-598-3963

For questions, please call Provider Services at 1-866-690-5585