

# Member Request for an AHCCCS/ALTCS Appeal Fair Hearing

## AHCCCS/ALTCS Member Information:

Member Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

AHCCCS ID #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Information about Person Filing Appeal (if different from above):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Relationship to Member:  Parent  Guardian  
 Other \_\_\_\_\_

## Information about Fair Hearing Request:

I filed my appeal on: \_\_\_\_\_ (date)

Appeal No.: \_\_\_\_\_

My health plan denied my appeal on: \_\_\_\_\_ (date)  
(request for fair hearing must be filed within 30 days of the health plan decision to deny the appeal)

I would like a fair hearing because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please use back of form or attach additional sheets if you need more room.)

## Continuation of Services During Appeals Process

I would like my services continued during the appeal:  Yes  No

\*\*To continue services, appeal must be (1) filed within 10 days of decision & (2) involve existing or current services

## Expedited Fair Hearing

I am requesting an expedited fair hearing:  Yes  No

\*\*AHCCCS must expedite the appeal & issue a decision in 3 working days if it is determined that the time of a regular hearing could seriously jeopardize the member's life or health or ability to attain, maintain, or regain maximum function.  
Recommended: provide supporting documentation from member's doctor about need for expedited appeal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 AHCCCS/ALTCS Member  Guardian  Parent  Other \_\_\_\_\_

\*\*If form is signed by someone other than member or parent of child under 18, please attach your written authority to act on behalf of the member (i.e. Letters of Guardianship, Designation of Representative).

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Appeal Filed with: Grievance and Appeals Coordinator  
Health Plan: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Appeal Filed by:  Certified Mail or fax (NO. \_\_\_\_\_) (recommended)  
 US Mail  Hand Delivered

**Make sure to keep a copy of this completed form for your records!**