

Primary Care Physician (PCP) Change Request Form

FAX the completed form, with a copy of the member's Affinity ID Card, to:

FAX #: 718-536-3398

If you are the Legal Guardian or Power of Attorney, please also include a copy of your legal documentation of authority.

MEMBER INFORMATION	
First Name:	Last Name:
Member ID#:	Date of Birth: ____/____/____
Member Street Address:	City, State, Zip Code:
Preferred Contact Number:	Driver license or state id number:

Select Program: Medicaid Medicare CHP QHP Essential Plan

CURRENT PCP INFORMATION	
Current PCP on Member ID:	PCP Phone Number:
Current PCP's Affinity ID Number (if known):	

NEW PCP INFORMATION	
Practice Name (if applicable):	PCP Name:
NPI Number:	PCP Affinity ID Number (if known):
PCP Street Address:	City, State, Zip Code:
Office Phone Number:	Contact Person:
Reason for Change:	
When was the last time you saw your current PCP?	Date: ____/____/____

SIGNATURE

Form completed by: _____ Contact number: _____

I hereby authorize Affinity Health Plan to make the changes indicated above. I understand that I must sign and date this form before it will be processed.

Signature: _____ Print Name: _____ Date: _____

Member (Self) Parent of a minor Child Legal Guardian Power of Attorney Other: _____

Only one change request per form please. If you have additional requests, please complete separate forms. Please allow up to 5 business days for us to process this form.

Note: PCP change requests will be retroactive to the 1st of the month that the request was received by Affinity only if the member has active coverage.