

# **Section 22 CDPHP Forms and Literature**

# Section 22

## CDPHP Forms and Literature

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### Obtaining CDPHP Forms

CDPHP realizes the importance of having plan-specific forms and literature available for your practice. For your convenience, most of these items can easily be downloaded from our Web site. Among the dozens of forms available to you as PDFs at [www.cdphp.com](http://www.cdphp.com) you will find:

- Forms to request secure online access
- *Provider Review Form* and *Provider and Designation Form for Appeals, Grievances, Complaints*
- Tip sheets
- Behavioral health forms
- Practitioner credentialing and maintenance forms
- Pharmacy forms and lists, including the CDPHP formulary and forms for requesting medical exceptions
- Medical record forms
- Patient treatment waivers
- Access standards

### Save Time by Creating Shortcuts to CDPHP Forms

It is easy to find forms on the “Provider” page of [www.cdphp.com](http://www.cdphp.com). Follow this simple process to make it even easier by placing a shortcut on your PC:

1. Place your cursor on the “Get Your Job Done” tab of our Providers page at [www.cdphp.com](http://www.cdphp.com), then click on “View All Categories” under “Forms and Documents.”
2. When you reach the Forms page, a complete list of forms will appear.
3. Simply right click and select “Create Shortcut.”
4. A dialog box will ask: “Do you want to put a shortcut to this web site on your desktop?” Click “Yes.”
5. Use your new shortcut icon whenever you want to go to the list of forms.

If you only use one or two forms, save a PDF directly to your PC. Go to the forms list as instructed above.

1. Right click on the title of the form you want to save. Select “Save Target As...”
2. In the resulting “Save As” box, navigate to the folder you want to save the form in (or save it to the Desktop.)
3. Before clicking the “Save” Button, change the name of the form if you like (e.g., CDPHP Medical Exception.)
4. Now you have the PDF saved in your system and can access it whenever you need it.

### Ordering Hard Copies of CDPHP Literature

On the following page is an order form that lists a variety of supplies you can order from CDPHP at no cost to your office. Please photocopy the form (or download a PDF from the “Forms” section of [www.cdphp.com](http://www.cdphp.com) as directed above). Complete and fax the form to (518) 641-5950.



6 Wellness Way  
 Latham, NY 12110  
 Phone (518) 641-3500  
 Fax (518) 641-5950

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# PROVIDER DISTRIBUTION PROGRAM

Order Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Requestor: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

PROVIDER NAME	PROVIDER NUMBER
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**SHIP TO:**  
 Name: \_\_\_\_\_  
 Address (No P.O. Box): \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Ship Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Shipping Charge \$ \_\_\_\_\_

Affix Tracking Labels Here	
1. _____	_____
2. _____	_____

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FORM	QTY	FORM NAME	MAX/ISSUE
<b>FORMS</b>			
4205		CDPHP CLAIM FORM	500
<b>PROVIDER DIRECTORIES</b>			
5065		CDPHP HMO	5
5565		CDPHP UNIVERSAL BENEFITS, INC.	5
5572		MEDICARE PPO DIRECTORY— CENTRAL/SOUTH NY	5
5573		MEDICARE PPO DIRECTORY— HUDSON VALLEY	5
5574		MEDICARE PPO DIRECTORY— GREATER CAPITAL/NORTH NY	5
7332		MEDICARE CHOICE DIRECTORY— CENTRAL/SOUTH NY	5
7333		MEDICARE CHOICE DIRECTORY— HUDSON VALLEY	5
7334		MEDICARE CHOICE DIRECTORY— GREATER CAPITAL/NORTH NY	5
<b>PROVIDER OFFICE ADMINISTRATION MANUAL (POAM)</b>			
		POAM Volume 1	1
		POAM Volume 2 (Policy Manual)	1
		CDPHP Clinical Formulary	1

