## Leave of Absence / Out-of-Office Notification Form

## Read this information first:

Carelon Behavioral Health participating providers shall provide notification within required timeframes when unable to continue active treatment of Carelon's members, accept new referrals and/or offer an appointment within standard timeframes.

Complete this form and return as indicated below.

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Step 1: Complete the following identifying information:	
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Practitioner Name	Licensure
3	4. ()
Practice Service Location	Phone Number
5	6
E-mail Address	NPI Number / Provider ID
Step 2: Provide details regarding Leave of Absence / Out-of-Office:	
7. Reason for Unavailability or Absence:	
8. Date Range Start date: End date:	
Step 3: Upon receipt of this signed form, the participating provider's status in Carelon systems is changed to "inactive."	
I understand that if a participating provider remains on inactive status for longer than six (6) months, the participating provider could be disenrolled from the network.	
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Provider Signature	Date
Step 4: Submit this form via fax to: 866.612.7795	

## **Step 5: Returning from Leave:**

Upon return from Leave of Absence or Out-of-office, contact the Carelon Provider Services Line at 800.397.1630 Monday through Friday, 8 a.m. to 8 p.m. ET and fax correspondence to 866.612.7795 to notify Carelon National Network Operations via fax using the information above.

Failure to contact Carelon within thirty (30) days of return may result in referral, utilization management and claims processing delays due to the 'inactive' status placed on the file. Failure to respond to communications from Carelon related to 'inactive' or out-of-office versus 'active' status in Carelon's systems within the time period provided for in such communications may result in termination of participation in Carelon's provider networks

