

Leave of Absence / Out-of-Office Notification Form

Read this information first:

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

Complete this form and return as indicated below.

Step 1: Complete the following identifying information:

- | | |
|---------------------------|--------------------------|
| 1. _____ | 2. _____ |
| 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: _____
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Step 3: Upon receipt of this signed form, the participating provider's status in Beacon's 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.

9. _____
- | | |
|--------------------|------|
| 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 Beacon 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 Beacon National Network Operations via fax using the information above.

Failure to contact Beacon 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 Beacon related to 'inactive' or out-of-office versus 'active' status in Beacon's systems within the time period provided for in such communications may result in termination of participation in Beacon's provider networks.