

[Insert the sending entity's logo and contact information]

## NOTICE OF AUTHORIZATION OF SERVICES

**Date:** <MM/DD/YYYY>

<Member Name>

<Member Address>

<Member City, State, Zip>

**DOB:** <MM/DD/YYYY>

**Member ID:** <Member ID>

**Health Plan:** IEHP DualChoice Cal MediConnect Plan  
(Medicare-Medicaid Plan)

**Requesting Physician:** <Physician Name>

**Requested Physician:** <Physician Name>

**Authorization/Precertification Number:** <Authorization #>

Dear <Member>:

We received the request for coverage for <inpatient/outpatient> service from the above Provider. This notice is to inform you that the coverage for the requested service has been approved.

**Authorized Service:** <Authorized Services>

**Number of Authorized Services:** <# of Services>

**Authorization Valid from/to:** <MM/DD/YYYY / MM/DD/YYYY>

**Authorized Provider:** <Servicing provider Name> <Servicing Provider Phone Number>

If you need more office visits, treatments, tests or surgery you will need approval from <IEHP DualChoice/IPA>. It is very important to get approval in advance from <IEHP DualChoice/IPA> before you see a specialist/service provider. If you don't have an approval in advance you may have to pay for these services yourself.

<IEHP DualChoice/IPA> reviews the request for services before approval is given. This is based on your IEHP DualChoice benefits and medical necessity. You must be eligible for the services/benefits at the time of service.

Should you have any questions or require additional information, please call <IEHP DualChoice Member Services at 1-877-273-IEHP (4347), 8am – 8pm (PST), 7 days a week, including holidays. TTY/TDD users should call 1-800-718-4347/Medical Group/IPA contact information>.

IEHP DualChoice Cal MediConnect Plan (Medicare-Medicaid Plan) is a Health Plan that contracts with both Medicare and Medi-Cal to provide benefits of both programs to enrollees.

Sincerely,

<IEHP DualChoice/Medical Group/IPA>

cc: <Requesting Physician>  
<Requested Physician>  
<Primary Care Physician>

Requested Physician: please confirm the member's eligibility prior to service. The service is approved only if the member is eligible at the time of service.



**DISCRIMINATION IS AGAINST THE LAW  
LA DISCRIMINACIÓN ES UN ACTO CONTRA LA LEY**

Inland Empire Health Plan (IEHP) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. IEHP does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

IEHP:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact IEHP Member Services at 1-877-273-4347 (TTY: 1-800-718-4347).

If you believe that IEHP has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Inland Empire Health Plan, Attn: Civil Rights Coordinator,  
10801 Sixth Street, Suite 120, Rancho Cucamonga, CA 91730  
Tel. 1-877-273-4347, (TTY: 1-800-718-4347), Fax: 1-909-890-5748,  
Email: [CivilRights@iehp.org](mailto:CivilRights@iehp.org)

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance the Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services,  
200 Independence Avenue, SW Room 509F, HHH Building, Washington, D.C. 20201  
Tel. 1-800-368-1019, (TDD: 800-537-7697). Complaint forms are available at  
<http://www.hhs.gov/ocr/office/file/index.html>.



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Inland Empire Health Plan (IEHP) cumple con las leyes Federales de derechos civiles aplicables y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo. IEHP no excluye a las personas ni las trata de forma diferente debido a su raza, color, nacionalidad, edad, discapacidad o sexo.

IEHP:

- Proporciona asistencia y servicios gratuitos a personas con discapacidad para que se comuniquen de manera eficaz con nosotros, como los siguientes:
  - Intérpretes de lenguaje de señas calificados
  - Información escrita en otros formatos (letra grande, audio, formatos electrónicos accesibles, otros formatos)
- Proporciona servicios lingüísticos gratuitos a personas que prefieren comunicarse en un idioma diferente al inglés, como los siguientes servicios:
  - Intérpretes calificados
  - Información escrita en otros idiomas

Si necesita recibir estos servicios, comuníquese con Servicios para Miembros de IEHP al 1-877-273-4347 (TTY: 1-800-718-4347).

Si considera que IEHP no le proporcionó estos servicios o lo discriminó de otra manera por motivos de raza, color, nacionalidad, edad, discapacidad o sexo, puede presentar una queja formal ante el Coordinador de Derechos Civiles:

Inland Empire Health Plan, Attn: Civil Rights Coordinator,  
10801 Sixth Street, Suite 120, Rancho Cucamonga, CA 91730  
Tel. 1-877-273-4347, (TTY: 1-800-718-4347), Fax: 1-909-890-5748,  
Email: [CivilRights@iehp.org](mailto:CivilRights@iehp.org)

Puede presentar una queja formal en persona o por correo postal, fax o correo electrónico. Si necesita ayuda para hacerlo, el Coordinador de Derechos Civiles está a su disposición para ayudarle.



## DISCRIMINATION IS AGAINST THE LAW LA DISCRIMINACIÓN ES UN ACTO CONTRA LA LEY

También puede presentar una queja de derechos civiles ante la Oficina de Derechos Civiles del Departamento de Salud y Servicios Humanos de los Estados Unidos de manera electrónica a través del Portal de Quejas de la Oficina de Derechos Civiles, disponible en <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, o bien, por correo postal a la siguiente dirección o por teléfono a los números que figuran a continuación:

U.S. Department of Health and Human Services,  
200 Independence Avenue, SW Room 509F, HHH Building, Washington, D.C. 20201  
Tel. 1-800-368-1019, (TDD: 800-537-7697). Puede obtener los formularios de queja en el sitio web: <http://www.hhs.gov/ocr/office/file/index.html>

### LANGUAGE ASSISTANCE

#### English

ATTENTION: If you speak another language, language assistance services, free of charge, are available to you. Call 1-877-273-4347(TTY: 1-800-718-4347).

#### Español (Spanish)

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-273-4347(TTY: 1-800-718-4347).

#### ةىبرعلا (ARABIC)

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوفر لك بالمجان. اتصل برقم 1-877-273-4347 (رقم هاتف الصم والبكم: 1-800-718-4347).

#### Հայերեն (ARMENIAN)

ՈՒՇԱԴՐՈՒԹՅՈՒՆՆԵՐ Եթե խոսում եք հայերեն, ապա ձեզ անվճար կարող են տրամադրվել լեզվական աջակցության ծառայություններ: Զանգահարեք 1-877-273-4347(TTY (հեռատիպ)՝ 1-800-718-4347):

#### 繁體中文 (CHINESE)

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-273-4347 (TTY : 1-800-718-4347)。

#### ىسراف (FARSI)

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با 1-877-273-4347 (TTY: 1-800-718-4347) تماس بگیرید.

#### हिंदी (HINDI)

ध्यान दें: यदि आप हिन्दी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-877-273-4347(TTY: 1-800-718-4347) पर कॉल करें।



## LANGUAGE ASSISTANCE

### Hmoob (HMONG)

LUS CEEV: Yog tias koj hais lus Hmoob, muaj kev pab txhais lus hmoob pub dawb rau koj. Hu rau 1-877-273-4347(TTY: 1-800-718-4347).

### 日本語 (JAPANESE)

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。  
1-877-273-4347 (TTY:1-800-718-4347) まで、お電話にてご連絡ください。

### ខ្មែរ (KHMER)

ចំណាប់អារម្មណ៍: បើសិនអ្នកនិយាយភាសាខ្មែរ (Khmer) សេវាជំនួយភាសាដោយឥតគិតថ្លៃ គឺមានសំរាប់អ្នក។ ទូរស័ព្ទទៅលេខ 1-877-273-4347 (TTY: 1-800-718-4347)។

### 한국어 (KOREAN)

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다.  
1-877-273-4347 (TTY: 1-800-718-4347)번으로 전화해 주십시오.

### ພາສາລາວ (LAO)

ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່  
ເສຍຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-877-273-4347(TTY: 1-800-718-4347).

### ਪੰਜਾਬੀ (PUNJABI)

ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ (Punjabi) ਬੋਲਦੇ ਹੋ, ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਭਾਸ਼ਾ ਸਹਾਇਤਾ ਸੇਵਾਵਾਂ ਬਿਲਕੁਲ ਮੁਫਤ ਉਪਲਬਧ ਹਨ।  
ਕਿਰਪਾ ਕਰਕੇ 1-877-273-4347(TTY: 1-800-718-4347) 'ਤੇ ਕਾਲ ਕਰੋ।

### Русский (RUSSIAN)

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-273-4347(елетайп: 1-800-718-4347).

### TAGALOG (TAGALOG – FILIPINO)

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-877-273-4347(TTY: 1-800-718-4347).

### ภาษาไทย (THAI)

เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-877-273-4347 (TTY: 1-800-718-4347).

### Tiếng Việt (VIETNAMESE)

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-273-4347(TTY: 1-800-718-4347).