

Instructions for Completing The Alabama Medicaid Out-of-State Services Request Form

Prior to submitting out-of-state service requests to the Alabama Medicaid Agency:

- Ensure the requested services are not available in-state.
- Ensure the out-of-state provider is enrolled or willing to enroll as an Alabama Medicaid Provider.

Part I Recipient information: In the space provided, enter the name, address, date of birth, age, and Alabama Medicaid recipient ID number being referred to an out-of-state provider.

Part II Referring Provider Information: In the space provided, enter the referring provider's name, NPI, Alabama Medicaid provider ID number, name of practice, address, and contact information.

Part III Out-of-State Provider Information: In the space provided, enter the out-of-state provider's name, NPI, Alabama Medicaid provider ID number (if enrolled), name of practice, address, and contact information. If the out-of-state provider is not enrolled prior to submission, verify the out-of-state provider will enroll as an Alabama Medicaid Provider and accept the Alabama Medicaid per diem rate.

Part IV Out-of-State Provider Representative: In the space provided, enter the name, title, and contact information for the out-of-state provider's representative.

Part V Type of Referral: In the space provided, select one of the options available or enter the type of referral being submitted under other.

Part VI Reason for Referral: In the space provided, enter the reason out-of-state services are being requested. Attach an additional page if more space is needed.

Part VII Individual completing this form: In the space provided, enter the name, title, address, and contact information of the individual that completed the out-of-state services request form.

Part VIII Declaration: By placing a signature on the signature line, the individual completing the form is declaring that the information provided in this request form is accurate and complete to the best of their knowledge and that providing false or misleading information may result in the denial of the out-of-state services request.

Part IX Supporting Medical Documentation: List of medical documentation required to support an out-of-state services request. Incomplete forms or missing documentation may cause delays in processing the request.

Part X Submission: Please choose from the available options when submitting an out-of-state services request to the Alabama Medicaid Agency.