

# Continuity of Care Instructions

*The Continuity of Care Department for California Health & Wellness will help you receive managed care without a gap in coverage if you are able to receive the continuity of care benefit.*

## Follow these steps to submit

### 1 To request this benefit, please fill out the Continuity of Care Request Form found on page 2.

- Complete a separate California Health & Wellness Continuity of Care Request Form for each provider you request.
- The Continuity of Care Request Form can be filled out by your service provider to help with your request.  
**Note:** The request will not be approved without your finished Continuity of Care Request Form.

### 2 Return it by fax or mail.

**Fax all forms to** California Health & Wellness Continuity of Care Department at 866-295-4780.

**Or, mail to:**

California Health & Wellness Continuity of Care Dept.  
MSC: CA21281-05-08  
P.O. Box 9103  
Van Nuys, CA 91410 -0422

### 3 Contact California Health & Wellness Member Services, if you need help.

**Call** if you have trouble completing this form or, if you have any questions about this process.  
California Health & Wellness Member Services: toll free 877-658-0305 (TTY: 711) Monday–Friday,  
8 a.m. to 5 p.m.

## After you submit

When we receive your Continuity of Care Request Form, we will assign a nurse care manager to review your care needs. We will alert you by telephone and/or mail upon receipt of the finished form.

Each request for continuity of care is considered based on:

- The plan benefit
- State rules that apply
- Medical relevance
- Clinical needs

# Continuity of Care Request Form



Fax #: 866-295-4780

Today's date: \_\_\_\_\_

**This form must be finished completely to avoid a processing delay. Please print.**

Patient's name (last, first, MI):	Patient's call-back number:	Patient's CAH&W ID #:
Patient's address (street, city, ZIP):		
Patient's assigned primary care physician:	Patient's date of birth (mm/dd/yyyy):	

**You may be able to keep your non-California Health & Wellness doctor. We will review your request, based on your coverage for Continuity of Care benefits.**

## Reason(s) for asking for continuity of care assistance.

### My medical need(s) include: (Please check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Scheduled procedure/surgery        | <input type="checkbox"/> Care of newborn between birth and age 36 months (not to exceed 12 months from the starting date of coverage for a newly covered enrollee) |
| <input type="checkbox"/> Acute condition                    | <input type="checkbox"/> Specialist office visit   |
| <input type="checkbox"/> Serious chronic condition          | <input type="checkbox"/> Maternal mental health, not to exceed 12 months from diagnosis or from the end of pregnancy, whichever occurs first                       |
| <input type="checkbox"/> Terminal illness                   |  |
| <input type="checkbox"/> Pregnancy and immediate postpartum |  |

Name of doctor whom the patient is asking to continue services with:

Doctor's address (street, city, ZIP):

Doctor's phone number:

Doctor Tax ID (if it applies):	Doctor NPI (if it applies):
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Patient's diagnosis:	Patient's CPT code:
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Next scheduled appointment date:	Reason for appointment:
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Has the patient been seen by the doctor at least once in the past 12 months?  Yes  No

Please tell us why the patient wants help with his or her current medical care. Write down the type(s) of service(s) he or she is asking for.

Patient's signature or the name of the California Health & Wellness rep taking the request:

(continued)

## Return the finished form to California Health & Wellness

Patients may ask their doctor to fill in their information.

### **Mailing address:**

California Health & Wellness Continuity of Care Dept  
MSC: CA21281-05-08  
POB Box 9103  
Van Nuys CA 91409-9103

### **Or, fax it:**

866-295-4780

## Call with questions

If you have any questions, please call California Health & Wellness's Member Services Department at:

**Toll-free 877-658-0305 (TTY: 711) Monday–Friday, 8 a.m. to 5 p.m.**

**[www.cahealthwellness.com](http://www.cahealthwellness.com)**

# Nondiscrimination Notice

California Health and Wellness follows State and Federal civil rights laws and does not discriminate, exclude people or treat them differently because of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, gender, gender identity or sexual orientation.

California Health and Wellness provides:

- Free aids and services to people with disabilities to communicate better with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats).
- Free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you need these services or to request this document in an alternative format, contact the California Health and Wellness Customer Contact Center at 1-877-658-0305 (TTY: 711), Monday through Friday, 8 a.m. to 5 p.m.

If you believe that California Health and Wellness has failed to provide these services or unlawfully discriminated in another way, you can file a grievance with California Health and Wellness by phone, in writing, in person or electronically:

- By phone: Call California Health and Wellness Plan Civil Rights Coordinator at 1-866-458-2208 (TTY: 711), Monday through Friday, 8 a.m. to 5 p.m.
- In writing: Fill out a complaint form or write a letter and send it to California Health and Wellness Plan Civil Rights Coordinator, P.O. Box 10287 Van Nuys, CA 91410-0287.
- In person: Visit your doctor's office or California Health and Wellness and say you want to file a grievance.
- Electronically: Visit California Health and Wellness's website at [www.cahealthwellness.com](http://www.cahealthwellness.com).

You can also file a civil rights complaint with the California Department of Health Care Services, Office of Civil Rights by phone, in writing or electronically:

- By phone: Call 916-440-7370. If you cannot speak or hear well, please call 711.
- In writing: Fill out a complaint form or write a letter and send it to Deputy Director, Office of Civil Rights, Department of Health Care Services, Office of Civil Rights, P.O. Box 997413, MS 0009, Sacramento, CA 95899-7413.

Complaint forms are available at [http://www.dhcs.ca.gov/Pages/Language\\_Access.aspx](http://www.dhcs.ca.gov/Pages/Language_Access.aspx).

- Electronically: Send an email to [CivilRights@dhcs.ca.gov](mailto:CivilRights@dhcs.ca.gov).

If you believe you have been discriminated against because of race, color, national origin, age, disability or sex, you can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights by phone, in writing or electronically:

- By phone: 1-800-368-1019 (TDD: 1-800-537-7697).
- In writing: Fill out a complaint form or send a letter to U.S. Department of Health and Human Services, 200 Independence Avenue SW, Room 509F, HHH Building, Washington, DC 20201.

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

- Electronically: Visit the Office for Civil Rights Complaint Portal at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>.

**English:** If you, or someone you are helping, need language services, call 1-877-658-0305 (TTY: 711). Aids and services for people with disabilities, like accessible PDF and large print documents, are also available. These services are at no cost to you.

**Arabic:** إذا كنت أنت، أو أي شخص تساعد، بحاجة إلى الخدمات اللغوية، فاتصل بالرقم 1-877-658-0305 (TTY: 711). تتوفر أيضاً المساعدات والخدمات للأشخاص ذوي الإعاقة، مثل الملفات المنقولة (PDF) التي يمكن الوصول إليها والمستندات المطبوعة الكبيرة. تتوفر هذه الخدمات بدون تكلفة بالنسبة لك.

**Armenian:** Եթե դուք կամ որևէ մեկը, ում դուք օգնում եք, ունեն լեզվական օգնության կարիք, գանգահարեք 1-877-658-0305 (TTY` 711) հեռախոսահամարով: Հաշմանդամություն ունեցող մարդկանց համար հասանելի են օգնություն և ծառայություններ, ինչպես օրինակ՝ մատչելի PDF և մեծ տպագրությամբ փաստաթղթեր: Այս ծառայությունները ձեզ համար անվճար են:

**Cambodian:** ប្រសិនបើអ្នក ឬនរណាម្នាក់ដែលអ្នកកំពុងជួយ ត្រូវការសេវាផ្នែកភាសា សូមទូរសព្ទទៅលេខ 1-877-658-0305 (TTY: 711) ។ ជំនួយ និងសេវាកម្មផ្សេងៗសម្រាប់មនុស្សពិការ ដូចជា PDF ដែលអាចប្រើសម្រាប់មនុស្សពិការបាន និងឯកសារព្រឹត្តិអក្សរធំៗ ក៏ត្រូវបានផ្តល់ជូនផងដែរ។ សេវាកម្មទាំងនេះមិនមានគិតតម្លៃសម្រាប់អ្នកទេ។

**Chinese:** 如果您或您正在帮助的其他人需要语言服务，请致电1-877-658-0305 (TTY: 711)。另外，还为残疾人士提供辅助和服务，例如易于读取的 PDF 和大字版文件。这些服务对您免费提供。

**Farsi:** اگر شما یا هر فرد دیگری که به او کمک می‌کنید نیاز به خدمات زبانی دارد، با شماره 1-877-658-0305 (TTY: 711) تماس بگیرید. کمک‌ها و خدماتی مانند مدارک با چاپ درشت و PDF دسترس پذیر نیز برای معلولان قابل عرضه است. این خدمات هزینه‌ای برای شما نخواهد داشت.

**Hindi:** यदि आपको, या जिसकी आप मदद करे हैं उसे, भाषा सेवाएँ चाहिए, तो कॉल करें 1-877-658-0305 (TTY: 711)। विकलांग लोगों के लिए सहायता और सेवाएं, जैसे सुलभ PDF और बड़े प्रिंट वाले दस्तावेज़, भी उपलब्ध हैं। ये सेवाएँ आपके लिए मुफ्त उपलब्ध हैं।

**Hmong:** Yog hais tias koj, los sis ib tus neeg twg uas koj tab tom pab nws, xav tau cov kev pab cuam txhais lus, hu rau 1-877-658-0305 (TTY: 711). Tsis tas li ntawd, peb kuj tseem muaj cov khoom siv pab thiab cov kev pab cuam rau cov neeg xiam oob qhab tib si, xws li cov ntaub ntawv PDF uas tuaj yeem nkag cuag tau yooj yim thiab cov ntaub ntawv luam tawm uas pom tus niam ntawv loj. Cov kev pab cuam no yog muaj pab yam tsis xam nqi dab tsi rau koj them li.

**Japanese:** ご自身またはご自身がサポートしている方が言語サービスを必要とする場合は、1-877-658-0305 (TTY: 711) にお問い合わせください。障がいをお持ちの方のために、アクセシブルなPDFや大きな文字で書かれたドキュメントなどの補助・サービスも提供しています。これらのサービスは無料で提供されています。

**Korean:** 귀하 또는 귀하가 도와주고 있는 분이 언어 서비스가 필요하시면 1-877-658-0305 (TTY: 711)번으로 연락해 주십시오. 장애가 있는 분들에게 보조 자료 및 서비스(예: 액세스 가능한 PDF 및 대형 활자 인쇄본)도 제공됩니다. 이 서비스는 무료로 이용하실 수 있습니다.

**Laotian:** ຖ້າທ່ານ, ຫຼື ບຸກຄົນໃດໜຶ່ງທີ່ທ່ານກຳລັງຊ່ວຍເຫຼືອ, ຕ້ອງການບໍລິການແປພາສາ, ໂທ 1-877-658-0305 (TTY: 711). ນອກນັ້ນ, ພວກເຮົາຍັງມີອຸປະກອນຊ່ວຍເຫຼືອ ແລະ ການບໍລິການສຳລັບຄົນພິການອີກດ້ວຍ, ເຊັ່ນ ເອກະສານ PDF ທີ່ສາມາດເຂົ້າເຖິງໄດ້ສະດວກ ແລະ ເອກະສານພິມຂະໜາດໃຫຍ່. ການບໍລິການເຫຼົ່ານີ້ແມ່ນມີໄວ້ຊ່ວຍເຫຼືອທ່ານໂດຍບໍ່ໄດ້ເສຍຄ່າໃດໆ.

**Mien:** Da'faanh Meih, Fai Heuc Meih Haih Tengx, Oix Janx-kaeqv waac gong, Heuc 1-877-658-0305 (TTY: 711). Jomc Caux gong Bun Yangh mienh Caux mv fungc, Oix dongh eix PDF Caux Bunh Fiev dimc, Haih yaac kungx nyei. Deix gong Haih buatac Yietc liuz maiv jaax-zinh Bieqc Meih.

**Punjabi:** ਜੇ ਤੁਹਾਨੂੰ, ਜਾਂ ਜਿਸ ਦੀ ਤੁਸੀਂ ਮਦਦ ਕਰ ਰਹੇ ਹੋ, ਨੂੰ ਭਾਸ਼ਾ ਸੇਵਾਵਾਂ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ 1-877-658-0305 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ। ਅਪਾਰਜ ਲੋਕਾਂ ਲਈ ਸਹਾਇਤਾ ਅਤੇ ਸੇਵਾਵਾਂ, ਜਿਵੇਂ ਕਿ ਪੜ੍ਹਚਯੋਗ PDF ਅਤੇ ਵੱਡੇ ਪ੍ਰਿੰਟ ਵਾਲੇ ਦਸਤਾਵੇਜ਼, ਵੀ ਉਪਲਬਧ ਹਨ। ਇਹ ਸੇਵਾਵਾਂ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਹਨ।

**Russian:** Если вам или человеку, которому вы помогаете, необходимы услуги перевода, звоните по телефону 1-877-658-0305 (TTY: 711). Кроме того, мы предоставляем материалы и услуги для людей с ограниченными возможностями, например документы в специальном формате PDF или напечатанные крупным шрифтом. Эти услуги предоставляются бесплатно.

**Spanish:** Si usted o la persona a quien ayuda necesita servicios de idiomas, comuníquese al 1-877-658-0305 (TTY: 711). También hay herramientas y servicios disponibles para personas con discapacidad, como documentos en letra grande y en archivos PDF accesibles. Estos servicios no tienen ningún costo para usted.

**Tagalog:** Kung ikaw o ang taong tinutulungan mo ay kailangan ng mga serbisyo sa wika, tumawag sa 1-877-658-0305 (TTY: 711). Makakakuha rin ng mga tulong at serbisyo para sa mga taong may mga kapansanan, tulad ng naa-access na PDF at mga dokumentong malaking print. Wala kang babayaran para sa mga serbisyong ito.

**Thai:** หากคุณหรือคนที่คุณช่วยเหลือ ต้องการบริการด้านภาษา โทร 1-877-658-0305 (TTY: 711) นอกจากนี้ยังมีความช่วยเหลือและบริการสำหรับผู้ทุพพลภาพ เช่น PDF ที่เข้าถึงได้และเอกสารที่พิมพ์ขนาดใหญ่ บริการเหล่านี้ไม่มีค่าใช้จ่ายสำหรับคุณ

**Ukrainian:** Якщо вам або людині, якій ви допомагаєте, потрібні послуги перекладу, телефонуйте на номер 1-877-658-0305 (TTY: 711). Ми також надаємо матеріали та послуги для людей з обмеженими можливостями, як-от документи в спеціальному форматі PDF або надруковані великим шрифтом. Ці послуги для вас безкоштовні.

**Vietnamese:** Nếu quý vị hoặc ai đó mà quý vị đang giúp đỡ cần dịch vụ ngôn ngữ, hãy gọi 1-877-658-0305 (TTY: 711). Chúng tôi cũng có sẵn các trợ giúp và dịch vụ dành cho người khuyết tật, như tài liệu dạng bản in khổ lớn và PDF có thể tiếp cận được. Quý vị được nhận các dịch vụ này miễn phí.