|  |  |
| --- | --- |
| ou-logo | **The University of Oklahoma**Insert Entity Here |

**Request for Alternative Means of Communication—Norman Campus**

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| --- |
|  |
| Last Name: |  | First: |  | Middle: |  |
| Other Names Used: |  | Birthdate: |  |
| Address: |       | City: |       | State: |       | Zip: |       |
| Home Phone: | ( )       |  Alt. Phone: | ( )       |  Cell Phone: | ( )       |
|  |

My request for alternative means of communication applies to this provider or clinic associated with the University of Oklahoma Norman Campus:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **REQUESTED ALTERNATIVE MEANS OF COMMUNICATION (check applicable box and fill in the blank):** |
| **[ ]**  | Alternative Phone Number: | (       )       |
| **[ ]**  | Alternative Mailing Address: |  |
| **[ ]**  | Other Alternative Means of Communication: |  |
| **Who will make payment for services?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Method of Payment?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**If you believe that disclosure of part or all of your information outside of the method checked above could put you in danger, please provide a statement to** **that effect:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**My request applies to:** |
| **[ ]**  | Communication about this date of service only (indicate date):\*\* |  | , or |
|  |  |  |  |
| **[ ]**  | Communications from this date of service (indicate date): |  | until I indicate otherwise, or  |
|  |  |  |  |  |
| **[ ]**  | Communication From this date: |  |  to this date: |  |  |
|  |  |  |
| **NOTICE TO PATIENT:** Your request for communication by alternative means is applicable only to the information maintained by the University of Oklahoma entity named above. If you would like an alternative means of communications from any other University entity, a separate request must be submitted to that University entity. (This request is applicable only to communications made by the OU Norman Campus.) |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title, if Legal Representative\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
|  |  | \*May be requested to submit evidence of representative status |

**FOR CLINIC USE ONLY:** [ ]  **Request APPROVED** **[ ]  Request DENIED**

**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  Signature | Title |  |  Date |
|  |  |  |  |
| **Reason for Denial:** | [ ]  | Too expensive to accommodate request. |  |  |
|  |  |  |  |  |
|  | [ ]  | Administratively impractical to accommodate request. |  | **Route To:** |
|  | [ ]  | Patient failed to provide information as to how payment, if applicable, will be handled. |  | **[X]**  | **Billing** |
|  | [ ]  | Patient did not specify an alternative address or method of communication. |  | **[ ]**  |  |
|  | [ ]  | Other |       |  | **[ ]**  |  |
| Additional Explanation: |  |       |

**Notice of Denied requests should be given to the patient during the visit to the office or sent via the alternative address above, if any.**

**\*\* In most cases, changing means of communication, if approved, may take up to 14 University business days.**