

Dear Member,

Inside is a Confidential Communications Request form which lets you request that we use different means or a different location when communicating with you. You or someone else has asked for this form on your behalf.

Below are steps to each section on the form. You can use this as a checklist.

- SECTION 1:** Your info
- SECTION 2:** Reason for request
- SECTION 3:** Location of contact
- SECTION 4:** Sign and date
- SECTION 5:** Return this form

- ✓ All sections must be filled out or the form will not be processed
- ✓ This form does not take effect until Meridian receives it
- ✓ A response approving or denying your request will be sent to you within 30 days of us receiving this completed form
- ✓ We are only required to accommodate requests required by law



**Please call Member Services at 1-888-437-0606 (TTY: 711)
or email privacy.mi@mhplan.com if you have
questions or need help filling out this form.**

Confidential Communications Request

SECTION 4: SIGN AND DATE

Who is signing?

Member listed above Parent of minor member listed above Someone other than member*

Signature: _____ Date: _____

Name (printed): _____

*Description of authority to act on behalf of the member (e.g. guardianship, durable power of attorney, court order, parent of minor child, etc.): _____

You must attach the legal records shown above that name you as the representative of this member. There will be delays in this request if you do not give us this info.

SECTION 5: RETURN THE FORM

Send us a copy of this form by choosing one of the following:



Fax this form to **1-833-560-2912**



Email this form to **privacy.mi@mhplan.com**



Send this form by mail to the address below:

Meridian

Attn: Privacy Official

777 Woodward Ave, Suite 700

Detroit, MI 48226

1-888-437-0606 (TTY: 711)