



Request for Personal Information Form

To obtain copies of any personal information ConnectiCare may have on file regarding you, please provide the information requested below and return the completed form to: ConnectiCare, 175 Scott Swamp Rd, Farmington, CT 03032-3124 or fax to: Member Services 860-674-2232. Your copies will be prepared within thirty (30) days after ConnectiCare’s receipt of the completed form. An additional form needs to be completed for each family member and every member over 18 must sign and complete their own form. Please contact ConnectiCare Member Services if you have any additional questions.

*Please complete the following 2 pages.

Requestor’s Name: _____	Subscriber’s Name: _____
Address: _____	City: _____ State: _____ Zip: _____
Date of Birth: _____	ConnectiCare Member ID Number: _____

I would like to request copies of the following documents, if they are on file at ConnectiCare:
(Please “☒” all that apply)

Premium Billing:

- Collection Letters
- Premium Invoices
- Premium Payment Records

Dates:

Medical Claims

- Explanation of Benefits

Pharmacy Claims

- Explanation of Benefits

Authorizations/Appeals

- Explanation of Benefits

Behavioral Health

*Please contact Optum Health Behavioral Solutions at 888-946-4658 or liveandworkwell.com

Dental

*Request dates prior to January 1, 2019 please contact Benecare at 877-843-4727 option #1

**Request dates after January 1, 2019 please contact DentaQuest at 877-843-4727 option #2



Delivery Options:

*Please choose one method for your request to be sent

To pick up the copies, please call: _____ when they are ready.

That ConnectiCare fax the copies to me: _____

That ConnectiCare Mail the copies to the following address:

That ConnectiCare Securely Email the copies at the following email address:

Signature*

Date Signed*

Printed Name*

Subscriber Name*

*Fields marked with asterisk are required

Please return this completed form to ConnectiCare via:

Fax: 860-674-2232

Mail:

ConnectiCare, Inc

Attention: Member Services

175 Scott Swamp Rd

Farmington, CT 06032-3124