

It is crucial to ensure that all fields in a Med referral form are completed. If Maximus receives referrals that are not fully filled out, they will consequently be rejected.

Kindly refer to our resources for guidance on completing our fillable medical referral. Please review the documents listed under Guides and Forms:

1. Medical Referral Instructions
2. Fillable Medical Referral

The reasons a referral would be rejected are the following:

1. Box 1: Referral Date (missing or incorrect)- **Referral Date needs to reflect the date you are sending it in.**
2. Box 2: Name (first and last) (missing or incorrect)
3. SSN (missing or incorrect)
4. Box 3: Date of Birth (missing or incorrect)
5. Box 9 is not completely filled out-missing address or phone number
6. Box 27 Missing Admit date (Facilities and hospitals)
7. Referral not legible or readable
8. Box 25: Incorrect or missing Reassess date
9. Referrals not sent in PDF format
10. Box 22- not filled out with information of the person making the referral request.

When a referral is rejected, the referent will be notified by email, call or fax.