

If you need assistance with completing this form:

You may ask any Substance Use Prevention and Treatment Services staff to assist you.

You may call Member Services.
(916) 875-6069

Toll Free 1-888-881-4 881
TDD California Relay Service: 711

You may call the Patient Rights Advocate.
(916) 333-3800

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Sacramento County Substance Use Prevention and Treatment Services complies with applicable

Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

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**Sacramento County
Substance Use
Prevention and
Treatment Services**

**Appeal
Form**

Standard / Expedited

Sacramento County Substance Use Prevention and Treatment Services
Quality Management, Member Services
7001A East Parkway, Suite 300
Sacramento, CA 95823

Stamp
Required

**Sacramento County Substance Use Prevention and Treatment Services
Quality Management – Member Services
7001-A East Parkway, Suite 300
Sacramento, CA 95823**

Appeal Form

Note: Filing an Appeal following an Adverse Benefit Determination shall not adversely affect your services with Sacramento County Substance Use Prevention and Treatment Services. Member Services will respond with a resolution within thirty (30) calendar days for the Standard Appeal, or 72 hours for the Expedited Appeal. If the Expedited Appeal is denied, a written notice will be sent to the member and the Standard Appeal process will begin. Please check the appropriate box:

Standard Appeal Expedited Appeal

Please print or write legibly.

Date: _____ Service Location: _____

Client Name: _____ Date of Birth: _____

If client is a minor, enter the name of legal guardian filing on behalf of minor: _____

Address (City/State/Zip): _____

Phone Number (please indicate best time to call): _____

1. **What is your Appeal? Please describe this issue in specific detail.** Attach additional pages, if necessary.

2. **If you have checked the Expedited box, what is the reason you believe this Appeal needs to be expedited?** Please include as much detailed information as possible. Attach additional pages if necessary.

3. **Have you discussed this issue with your service provider (service coordinator, therapist, counselor, psychiatrist, etc.)?** Yes
 No

4. **What would you like to see happen to resolve this Appeal?**

Signature of person making the Appeal: _____ Today's date: _____