

Sending a Referral to University of Michigan Health West

Please follow the steps below to send a referral:

1. Review the Required Documentation Checklist below and include listed documents
2. Fill out all fillable fields on the digital form OR print and fill form out manually.
3. Fax completed order form with all required documentation to (616) 475-3118

Required Documentation Checklist

If we do not receive all documents below with your referral or do receive an incomplete medication order form, the order is subject to delays. **It may take up to 14 business days for the patient's insurance company to approve or deny our authorization request.*

- Completed Medication Order Form
- Patient Demographics
- Current Medication List and H&P
- Recent Visit Notes
- Lab Results
- Patient's Insurance Card
- Existing Prior Authorization (*if applicable*)

For patients requiring enrollment in co-pay assistance, it is the responsibility of the ordering office to complete and submit enrollment.

The patient will be responsible for submitting an Explanation of Benefits (EOB) and an itemized bill (obtainable through UMH West customer service department) to the co-pay assistance plan.

