

Authorization Worksheet

University of Toledo Medical Center, 3000 Arlington Ave., Toledo, Ohio 43614 | 419-383-4000

Please follow these step-by-step instructions to complete an authorization. In order to be placed on a waiting list for an appointment with Dr. Grubb or Dr. Karabin, every step on this worksheet must be completed.

Step 1

Look at the back of your insurance card. Find the customer service number.

Enter insurance company name here: _____

Enter number here: _____

Step 2

CALL THE NUMBER YOU ENTERED ABOVE

Document the following information:

- Date you called: _____ Name of person you spoke to: _____
- Do you have benefits to come to UTMC? Yes No
 - Do you have benefits to see Dr. Grubb? Yes No
 - Do you have benefits to see Dr. Karabin? Yes No
- Enter the call reference number here: _____

WHILE ON THE PHONE, ASK TO SPEAK TO THE PRE-CERT DEPARTMENT

Request an authorization number for Dr. Grubb/Dr. Karabin. Your insurance company may ask you for the below information:

- UTMC Tax ID: 340967014 Dr. Grubb's NPI: 1386638211 Dr. Karabin's NPI: 1306835772
- UTMC Address: 3000 Arlington Avenue, Toledo, Ohio 43614
- E&M Code:
 - New Patient: 99203, 99204, 99205
 - Established Patient: 99213, 99214, 99215
- Diagnosis (contact your Primary Care Physician if unknown): _____
- Who did you speak to?: _____
- What is the authorization number?: _____
- When does the authorization expire?: _____
- Are there any limitations or exceptions?: _____

Step 3

CALL UTMC 419-383-5000

- Monday – Friday 8am-7pm
- State you are calling to give authorization information for Dr. Grubb/Dr. Karabin to be placed on the waiting list.

Step 4

KEEP THIS WORKSHEET

- Bring this worksheet to your appointment and present at check-in.

