

## Out-of-Area Residence Form

For members who reside outside the Sanford Health Plan service area, our network expands to include access to Multiplan's nationwide network. Please review eligibility requirements and if eligible, please complete this verification form to ensure continued access to these nationwide providers and facilities for accurate processing of your claims.

### ELIGIBILITY REQUIREMENTS:

- ✓ The member must have a permanent residence outside the Sanford Health Plan service area and within the United States.
- ✓ The member is a college student or dependent who resides outside the Sanford Health Plan service area.
- ✓ The member is not enrolled in a Sanford TRUE plan, as they must receive routine care within the Sanford Health Plan service area.

### SANFORD HEALTH PLAN SERVICE AREA:

**South Dakota:** All counties in the state.

**North Dakota:** All counties in the state.

**Iowa:** Clay, Dickinson, Emmet, Ida, Lyon, O'Brien, Osceola, Plymouth, Sioux and Woodbury counties.

**Minnesota:** Becker, Beltrami, Big Stone, Blue Earth, Brown, Chippewa, Clay, Clearwater, Cottonwood, Douglas, Grant, Hubbard, Jackson, Kandiyohi, Kittson, Lac Qui Parle, Lake of the Woods, Lincoln, Lyon, Mahnomon, Marshall, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Norman, Otter Tail, Pennington, Pipestone, Polk, Pope, Red Lake, Redwood, Renville, Rock, Roseau, Sibley, Stearns, Stevens, Swift, Traverse, Wilkin, Watonwan and Yellow Medicine counties.

### INSTRUCTIONS:

- ✓ Complete and submit this form to Sanford Health Plan to validate that you meet criteria to have access to MultiPlan's nationwide network of providers and facilities at an in-network level. You will be informed of our decision within **14** business days after we receive your request. If you become ineligible for the national network at any time due to plan or address changes, we will contact you by mail.
- ✓ Return this form if you relocate to outside the service area, or annually by December 1, to ensure the appropriate access to providers is in place.
- ✓ If you change plans, access to MultiPlan's national network will be discontinued until access is re-requested and determined to be appropriate.

### SUBSCRIBER INFORMATION:

Subscriber Name: \_\_\_\_\_ Subscriber Number: \_\_\_\_\_

**Please complete for each member requesting out-of-area coverage. Please use an additional form if necessary.**

1. Member Name: \_\_\_\_\_

Out-of-Area Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Reason for Out-of-Area Address:

- Employee permanently resides outside the SHP service area.
- Member resides with another parent/guardian.
- Member is attending school, school name, city & state: \_\_\_\_\_
- Other: \_\_\_\_\_

2. Member Name: \_\_\_\_\_

Out-of-Area Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Reason for Out-of-Area Address:

- Employee permanently resides outside the SHP service area.
- Member resides with another parent/guardian.

- Member is attending school, school name, city & state: \_\_\_\_\_
- Other: \_\_\_\_\_

3. Member Name: \_\_\_\_\_

Out-of-Area Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Reason for Out-of-Area Address:

- Employee permanently resides outside the SHP service area.
- Member resides with another parent/guardian.
- Member is attending school, school name, city & state: \_\_\_\_\_
- Other: \_\_\_\_\_

NOTE: When the member returns to the Sanford Health Plan Service Area, please contact us as soon as possible so we can update your records accordingly.

**Policyholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Return this form to Sanford Health Plan, Attention: Enrollment PO Box 91110, Sioux Falls, SD 57103, fax to (605) 328-6812 or send electronically by email to [shpbillingandenrollment@sanfordhealth.org](mailto:shpbillingandenrollment@sanfordhealth.org)

Questions? Our Customer Service team is available Monday through Friday from 8 a.m. to 5 p.m. CST at (800) 752-5863 (TTY: 711).