**Referrals**

It is your responsibility to understand your insurance plan. Your insurance company determines

coverage when you require care outside of our office, such as referral to a specialist. A referral by your PCP at Family Practice Associates of Chesterfield to a specialist is not the same as an insurance referral.

Patients are responsible for contacting their insurance company to inquire if the insurance plan requires an insurance referral number to see a specialist. Your card may also indicate the need for a referral if you see: “PCP Referral Required”. You do not need to call us if your insurance does not require a referral.

\*\*NOTE: Medicare and Medicare Advantage do not require a referral when you see a specialist. The

order from your provider is all you need when you schedule your appointment.

For specialist visits: Call and make your appointment. Once you have the appointment, please call and leave a message for our referral coordinator with the following information:

* Specialist provider name
* NPI number
* Location of office
* Date and Time of Appointment
* Fax number of the specialist

Please allow a minimum of three working days for your insurance to process the referral request. We cannot obtain a retroactive referral.