



Appeal Form
Oregon Educators Benefit Board
oebb.appeals@state.or.us
1-888-4My-OEBB

SECTION A – EMPLOYEE INFORMATION

Last		First		MI	Date of Birth	
Residential Street Address			City		State	Zip
Home Phone			Work Phone			
Email			Educational Entity			

SECTION B – IMPORTANT INFORMATION

OEBB honors the confidentiality of personal health information. For this reason OEBB does not process insurance carrier appeals. If you disagree with the carrier’s coverage, claim, or reimbursement decision, you must appeal directly to the insurance carrier. Each insurance carrier provides information about their appeal process in their individual member handbooks.

You may appeal to OEBB eligibility decisions, enrollment errors, omissions, or missed enrollment timelines.

To expedite your OEBB appeal:

- **Complete and submit this form one of the following way listed below.**
 - **Fax this form to (503) 378-5832 – Attention OEBB Appeals Team**
 - **Mail this form to 1225 Ferry Street SE, Salem OR 97301 – Attention OEBB Appeals Team**
 - **Email this form to: oebb.appeals@state.or.us**

SECTION C – THE APPEAL

1) Describe the appeal issue. If you require more space attach additional sheets.

Did you receive services dealing with this appeal? (Please check one.) Yes No
Date of Service _____

2) Describe what you want the appeal resolution to be.

Do you want plans changed? (Please check one.) Added Dropped
 Medical/Pharmacy Plan _____
 Dental Plan _____
 Vision Plan _____
 Do you want dependents changed? (Please check one.) Added Dropped
 Dependents Name/s _____
 Date of Birth _____
 Date of Marriage _____
 Date of Divorce _____

SECTION D – MEMBER SIGNATURE

Signature: _____ Date: _____

Your signature allows OEBB to contact the carrier and/or educational entity to gather information to process your appeal.
Keep a copy of all documents for your records.

Please the next page for Appeal Information

Appeal Information

What types of issues can I appeal?

Carrier Appeal

You can appeal carrier decisions directly to the carrier. Follow the appeal rights and procedures in the carrier's member handbook. The carrier appeal's process must be exhausted before an appeal can be presented to the Administrative Review Committee. The administrative review requests received after the carrier's appeals process will be limited to a determination of whether or not a service or benefit was intended to be covered under the current contract.

OEBB Appeal

OEBB accepts only eligibility and enrollment appeals. This includes enrollment errors or omissions, or missed enrollment timelines.

For the complete Complaint and Administrative Review Policy and Procedures, please visit our website at: <http://www.oregon.gov/DAS/OEBB/docs/Forms/ComplaintAdminPolicy.pdf>