

Now Available: New UnitedHealthcare Event Request Form

UnitedHealthcare has a new event reporting process! The new process includes an improved event request form with fewer required fields and improved data validation to help ensure complete and appropriate event information is submitted.

How It Works – Starting Now!

- Find the updated event request form on the UnitedHealthcare Distribution Portal to report your events.
- Questions on how to use the new form? Get the answers you need on the on the Instructions tab.
- **NEW events**
 - Enter the event information on the New Events tab, and send the event requests in one of two ways:
 - Double click the Save button at the top of the New Events tab and email it to your UnitedHealthcare local market for entry
 - Double click the Validate and Submit button at the top of the New Events tab. The data validations will be performed and any formatting issues will be displayed for correction. Forms that pass the data validations will be sent to the event reporting email address.
 - New event requests will typically be processed within 24 hours. You will receive an email response with information regarding events successfully reported. In addition, reporting issues will be identified along with any action you may need to take.
 - Submit completed new event requests at least 21 calendar days prior to the date of the event to ensure any issues can be resolved and the event is reported within the Centers for Medicare and Medicaid Services (CMS) timely reporting requirements for new events.
- **CHANGES and CANCELLATIONS**
 - Enter the event information on the Change or Cancel Events tab, and send the event requests one of two ways:
 - Double click the Save button at the top of the Change or Cancel Events tab and then email it to your UnitedHealthcare local market for entry.
 - Double click the Validate and Submit button at the top of the Change or Cancel Events tab. The data validations will be performed and any formatting issues will be displayed for correction. Forms that pass the data validations will be sent to the Producer Help Desk (PHD) for processing.
 - You will receive an email response after the updates have been made.
 - Submit completed change and cancel event requests at least eight business days prior to the date of the event to ensure the event is reported within the CMS timely reporting requirements for changes and cancellations.

The new form is available on the UnitedHealthcare Distribution Portal now! Thank you for your business!

Contact

If you have any questions, please contact the Producer Help Desk at phd@uhc.com. If you have compliance questions, please email compliance_questions@uhc.com and be sure to include your full name, contact information and writing number. [More information](#)