

# Order Fax Cover Sheet



Use this form to submit fax orders for Home Medical Equipment.  
For expedited processes, enter your orders electronically at [connect.synapsehealth.com](https://connect.synapsehealth.com)

TO	<b>Synapse Health</b>		<b>Fax:</b> (Hospital/STAT orders): 1.888.518.4433 – (Outpatient orders): 1.888.690.5329	
	# of pages	Date		
FROM	<b>Prescriber Details</b>			
	Hospital/ Outpatient Facility Name		Contact Name	
	Phone		Fax	
	Email		Time Zone	
	Date Needed / Date of Discharge			

## Check all that apply:

<b>Order type:</b>	<input type="checkbox"/> Hospital Discharge Send to hospital fax at 1.888.518.4433	<input type="checkbox"/> Resupply New	<input type="checkbox"/> Resupply Existing
	<input type="checkbox"/> New Order	<input type="checkbox"/> Pre-Op	<input type="checkbox"/> Member Plan Change
<b>Order urgency:</b>	<input type="checkbox"/> STAT	<input type="checkbox"/> Standard Order	

## Please check all documents included:

<input type="checkbox"/> Prescriber Signed RX	<input type="checkbox"/> Face-to-Face Notes	<input type="checkbox"/> Supporting Medical Record Documentation
---	---	---

## The following is required to start the order process with Synapse Health:

Patient orders missing any of the below may be returned.

Patient Name		Patient Date of Birth	
Patient Address		Patient Phone No.	
Insurance Information  Plan Name, ID Number, & Group Number		Primary Policy Holder Information  Name, DOB, & Relationship to Patient	



1.888.33.MYDME (1.888.336.9363)

[WWW.SYNAPSEHEALTH.COM](https://www.synapsehealth.com)

NOTE: This transmission contains confidential information belonging to the sender that is legally privileged and proprietary and may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA). If you are not the intended recipient of this e-mail, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and permanently delete this e-mail and any attachments without reading, forwarding, or saving them.