



LEADWAY Rx

219 Sunnybrook Rd, Suite A
Ridgeland, MS 39157
601-899-9303 or 888-878-7855

Leadway Rx Complaint Form

FOR OFFICE USE ONLY:

Complaint #: _____ Date Received: ___/___/___ Time__:___ Received by: _____
Received Via: () Fax () Mail () Telephone () Other

ALL SPACES APPLICABLE MUST BE COMPLETED.

Please Type or Print in Black Ink

PHARMACY INFORMATION

Pharmacy Name: _____ License #: _____

Pharmacist's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Business Phone Number: _____ Cell Phone Number: _____

SIGNATURE: _____

CLAIM INFORMATION

Fill Date: _____ Rx #: _____

Plan #: _____

Product ID#: _____ Product Name: _____

Dispensed Qty: _____ Days Supply: _____

Pharmacy Acquisition Cost: _____

Drug Wholesaler: _____

DETAILS OF COMPLAINT

Please attach additional documents if applicable.

(Office Use Only) RESOLUTION OF COMPLAINT (Office Use Only)

Instructions for submitting form

Leadway Rx values our relationship with each of our network pharmacies. Our commitment to you is to work with you on any concerns you may have in processing our member claims. Given the opportunity to communicate with you, we will reach a solution that is a win-win for all. This form and comments may be scanned and emailed, phoned-in, faxed or mailed to Leadway Rx as follows:

By Phone:
Office: 601-899-9303 or 888-878-7855

By Email:
Jay Gulley at jgulley@LeadwayRx.com
c/c Curzettia Melvin at cmelvin@LeadwayRx.com

By Mail:
219 Sunnybrook Rd, Ste. A
Ridgeland, MS 39157
ATTN: Jay Gulley

By Fax:
601-939-2380
ATTN: Jay Gulley

Once a complaint is filed in any manner, please send an email to: Jay Gulley at jgulley@LeadwayRx.com and copy Curzettia Melvin at cmelvin@LeadwayRx.com.