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|--|---|
| *Today's Date (MM/DD/YY):  |   |
| <b>PROVIDER INFORMATION</b>  |   |
| *Provider Name   | *Contact Name   |
| *NPI   | *Contact Phone Number   |
| Contact Email  | Contact Fax Number  |
| *Contact Address   |   |
| <b>MEMBER/CLAIM INFORMATION</b>  |   |
| *Member Name   | *Claim Number   |
| *Member ID (including prefix)  | *Denial Code(s)   |
| *Date(s) of Service (MM/DD/YY)   |   |
| <b>TYPE OF APPEAL*</b>   |   |
| (CHECK ONE OF THE FOLLOWING REASONS FOR DENIAL OR CLAIMED UNDERPAYMENT, AND ATTACH ALL SUPPORTING DOCUMENTATION, INCLUDING ANY NECESSARY MEMBER AUTHORIZATION) |   |
| <input type="checkbox"/>   | <b>Contract Term(s):</b> Original claim was not paid or processed in accordance with contract terms.  |
| <input type="checkbox"/>   | <b>Coordination of Benefits:</b> Original claim denied or closed pending receipt of additional information from another insurer or other reason related to COB.   |
| <input type="checkbox"/>   | <b>Corrected Claim:</b> Previously processed claim was denied for a defect and/or error and requires a correction. Please specify the correction to be made: _____  |
| <input type="checkbox"/>   | <b>Duplicate Claim:</b> Original claim denied as duplicate to a previously finalized claim.   |
| <input type="checkbox"/>   | <b>Timely Filing:</b> Original claim denied for untimely filing (and proof of timely filing is attached).   |
| <input type="checkbox"/>   | <b>Precertification/notification or Prior-Authorization:</b> Original claim denied or Provider received reduced payment for failure to notify or pre-authorize services or exceeding authorized limits (and proof of valid notification/authorization is attached). |
| <input type="checkbox"/>   | <b>Medical Necessity:</b> Original claim denied as a result of medical necessity/utilization review decision.   |
| <input type="checkbox"/>   | <b>Referral Denial:</b> Original claim denied as invalid or missing a required referral.  |
| <input type="checkbox"/>   | <b>Request for Additional Information:</b> Original claim denied due to missing or incomplete information (and missing information or identification of such information in previously-submitted records is attached).  |
| <input type="checkbox"/>   | <b>Other Type of Denial/Claimed Underpayment:</b>   |
| <b>Brief Explanation:</b>  |   |

**FOR PROVIDER USE ONLY**

**INCOMPLETE OR DISALLOWED SUBMISSIONS WILL BE RETURNED**

**NOTHING IN THIS FORM CREATES A RIGHT TO APPEAL WHERE NONE EXISTS UNDER AN APPLICABLE AGREEMENT OR LAW**