



[Enter Date]

[Enter Point of Contact and Executive]

[Enter Entity Name]

[Enter Entity Address]

[Enter City, State ZIP Code]

Director, Office of Enterprise Data and Analytics
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Mail stop: B2-29-04
Baltimore, Maryland 21244-1850

Dear Director:

This letter is to request an extension for the release of our public performance reports as a certified Qualified Entity (QE). While we have been diligently working to begin publicly reporting within 1 year of QE Medicare data receipt, we discovered that we are unable to meet this goal. We re-evaluated our program progress at this time, and present an updated timeline for the release of our public report in *Attachment A* of this document. In *Attachment B*, we provide our rationale for requiring a public reporting extension and explain how we have used the received QE Medicare data. Following review of our updated timeline, we request that CMS grants an extension for the date by which we must release our QE public performance report.

Sincerely,

[Enter Applicant Entity Name]

[Enter Date]

Attachment A: Updated Timeline for Public Reporting

Table 1: Updated Timeline for Public Reporting

Milestone	# Weeks since Receipt of QE Medicare Data	Updated Request Date
Phase 3 Evidence Approved ¹ (Elements 3.1 - 3.3)	[Enter # Weeks]	[Enter Date]
Initiation of Provider Corrections and Appeals Process (required 60 days before Public Report)	[Enter # Weeks]	[Enter Date]
First Public Report Released	[Enter # Weeks]	[Enter Date]

¹ The time frame allotted for Phase 3 evidence approval includes the time the QE requires to assemble and submit required evidence, and the time the QECP Team requires to review the submitted evidence. QEs work with their Program Managers to schedule the review.

Attachment B: Extension Rationale and Data Use Explanation

1. Rationale as to why a public reporting extension request letter is needed:

[Enter Rationale]

2. Explanation of how the QE Medicare data has been used since receipt:

[Enter Explanation]