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# CMS Manual System

## Pub. 100-16 Medicare Managed Care

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Department of Health &  
Human Services (DHHS)  
Centers for Medicare &  
Medicaid Services (CMS)

Transmittal 104

Date: March 23, 2012

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**SUBJECT: Chapter 13, Medicare Managed Care Beneficiary Grievances, Organization Determinations, and Appeals Applicable to Medicare Advantage Plans, Cost Plans, and Health Care Prepayment Plans (HCPPs), (collectively referred to as Medicare Health Plans)**

**I. SUMMARY OF CHANGES:** The revisions to Chapter 13 reflect guidance provided to Medicare Advantage (MA) organizations since the last update to Chapter 13 in September 2007, changes made based on regulatory changes, and clarifications of existing policies, including:

- Updating the definition of an Organization Determination, per 42 CFR §422.566(b)(4), including MSA actions which are considered organization determinations;
- Relocating the sections regarding Representatives, and adding language to clarify the role of representatives and provider interaction with representatives;
- Adding the requirement that Medicare health plans employ a medical director, and health care professionals review medical necessity organization determination requests;
- Clarifying that treating physicians, upon providing notice to an enrollee and acting on the enrollee's behalf, may request a pre-service reconsideration without being the enrollee's representative; and
- Removing all language from previous sections 150 and 160 and replacing them primarily with the information contained in revised 42 CFR 422.620 and 422.622 as well as Chapter 30 of the Claims Processing Manual.

**NEW/REVISED MATERIAL - EFFECTIVE DATE: March 23, 2012**  
**IMPLEMENTATION March 23, 2012**

*Disclaimer for manual changes only: The revision date and transmittal number apply to the red italicized material only. Red italicized text identifies new material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual not updated.)**  
**(R = REVISED, N = NEW, D = DELETED)**

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**III. FUNDING: No additional funding is currently provided by CMS; contractor activities are to be carried out within their own FY and/or future operating budgets determined by the organizations.**

**IV. ATTACHMENTS:**

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<input type="checkbox"/>	<b>One-Time Notification</b>
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**\*Unless otherwise specified, the effective date is the date of service.**

# Medicare Managed Care Manual

## Chapter 13 - Medicare Managed Care Beneficiary Grievances, Organization Determinations, and Appeals Applicable to Medicare Advantage Plans, Cost Plans, and Health Care Prepayment Plans (HCPPs), (collectively referred to as Medicare Health Plans)

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## **10 - Medicare Managed Care Beneficiary Grievances, Organization Determinations, and Appeals**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

This chapter addresses organization determinations and appeals for beneficiaries enrolled in a plan provided by a Medicare Advantage (MA) organization, or a Medicare cost plan or a health care prepayment plan (HCPP), and with other complaints the enrollee may have with any of these plans. *References to Medicare health plans should be read to include MA organizations, cost plans, and HCPPs unless other instruction is provided specific to those plan types. Nothing in this manual should be construed to alter the contractual obligations between cost plans or HCPPs and CMS except that cost plans and HCPPs must conform to the regulatory requirements at 42 CFR Part 422, Subpart M.*

*Non-contract* providers may also have appeal rights in limited circumstances. For more information, please read §60.1.1.

Additional information related to Appeals and Grievances may also be found at:

<http://www.cms.hhs.gov/MMCAG>

Please note that this manual chapter does not address or provide guidance for appeals and grievances concerning Part D drug benefits. Medicare health plans offering *Part D drug benefits (such as MA-PD products)* should consult Chapter 18 of the Prescription Drug Benefit Manual for information about Part D appeals and grievances.

### **10.1 - Definition of Terms**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Unless otherwise stated in this Chapter, the following definitions apply:

**Appeal:** Any of the procedures that deal with the review of adverse organization determinations on the health care services an enrollee believes he or she is entitled to receive, including delay in providing, arranging for, or approving the health care services (such that a delay would adversely affect the health of the enrollee), or on any amounts the enrollee must pay for a service as defined in [42 CFR 422.566\(b\)](#). These procedures include reconsideration by the Medicare health plan and if necessary, an independent review entity, hearings before Administrative Law Judges (ALJs), review by the Medicare Appeals Council (MAC), and judicial review.

Disputes involving optional supplemental benefits offered by cost plans and HCPPs will be treated as appeals no later than January 1, 2006, (earlier at the cost plan's or HCPP's discretion). Prior to this rule change for 2006, they have been treated as grievances.

**Assignee:** A *non-contract* physician or other *non-contract* provider who has furnished a service to the enrollee and formally agrees to waive any right to payment from the enrollee for that service.

**Complaint:** Any expression of dissatisfaction to a Medicare health plan, provider, facility or Quality Improvement Organization (QIO) by an enrollee made orally or in writing. This can include concerns about the operations of providers or Medicare health plans such as: waiting times, the demeanor of health care personnel, the adequacy of facilities, the respect paid to enrollees, the claims regarding the right of the enrollee to receive services or receive payment for services previously rendered. It also includes a plan's refusal to provide services to which the enrollee believes he or she is entitled. A complaint could be either a grievance or an appeal, or a single complaint could include elements of both. Every complaint must be handled under the appropriate grievance and/or appeal process.

**Effectuation:** Compliance with a reversal of the Medicare health plan's original adverse organization determination. Compliance may entail payment of a claim, authorization for a service, or provision of services.

**Enrollee:** A Medicare Advantage eligible individual who has elected a Medicare Advantage plan offered by an MA organization, or a Medicare eligible individual who has elected a cost plan or HCPP.

**Grievance:** Any complaint or dispute, other than an organization determination, expressing dissatisfaction with the manner in which a Medicare health plan or delegated entity provides health care services, regardless of whether any remedial action can be taken. An enrollee or their representative may make the complaint or dispute, either orally or in writing, to a Medicare health plan, provider, or facility. An expedited grievance may also include a complaint that a Medicare health plan refused to expedite an organization determination or reconsideration, or invoked an extension to an organization determination or reconsideration time frame.

In addition, grievances may include complaints regarding the timeliness, appropriateness, access to, and/or setting of a provided health service, procedure, or item. Grievance issues may also include complaints that a covered health service procedure or item during a course of treatment did not meet accepted standards for delivery of health care.

**Independent Review Entity:** An independent entity contracted by CMS to review Medicare health plans' adverse reconsiderations of organization determinations.

**Inquiry:** Any oral or written request to a Medicare health plan, provider, or facility, without an expression of dissatisfaction, e.g., a request for information or action by an enrollee. *Inquiries are routine questions about benefits (i.e., inquiries are not complaints) and do not automatically invoke the grievance or organization determination process.*

**Medicare Advantage Plan:** A plan as defined at [42 CFR. 422.2](#) and described at [422.4](#).

**Medicare Health Plan:** *For purposes of this chapter, a* collective reference to Medicare Advantage Plans, Cost Plans, and Health Care Prepayment Plans (HCPPs).

**Organization Determination:** Any determination made by a Medicare health plan with respect to any of the following:

- Payment for temporarily out of the area renal dialysis services, emergency services, post-stabilization care, or urgently needed services;
- Payment for any other health services furnished by a provider other than the Medicare health plan that the enrollee believes are covered under Medicare, or, if not covered under Medicare, should have been furnished, arranged for, or reimbursed by the Medicare health plan;
- The Medicare health plan's refusal to provide or pay for services, in whole or in part, including the type or level of services, that the enrollee believes should be furnished or arranged for by the Medicare health plan;
- *Reduction, or premature discontinuation of a previously authorized ongoing course of treatment;*
- Failure of the Medicare health plan to approve, furnish, arrange for, or provide payment for health care services in a timely manner, or to provide the enrollee with timely notice of an adverse determination, such that a delay would adversely affect the health of the enrollee; *or*
- *Medicare Savings Accounts (MSA) only: Decisions regarding whether expenses, paid for with money from the MSA Bank Account or paid for out of pocket, constitute Medicare expenses that count towards the deductible; and, prior to satisfying the deductible, decisions as to the amount the enrollee had to pay for a service.*

**Quality Improvement Organization (QIO):** Organizations comprised of practicing doctors and other health care experts under contract to the Federal government to monitor and improve the care given to Medicare enrollees. QIOs review complaints raised by enrollees about the quality of care provided by physicians, inpatient hospitals, hospital outpatient departments, hospital emergency rooms, skilled nursing facilities, home health agencies, Medicare health plans, and ambulatory surgical centers. The QIOs also review continued stay denials for enrollees receiving care in acute inpatient hospital facilities as well as coverage terminations in SNFs, HHAs and CORFs.

**Quality of Care Issue:** A quality of care complaint may be filed through the Medicare health plan's grievance process and/or a QIO. A QIO must determine whether the quality of services (including both inpatient and outpatient services) provided by a Medicare health plan meets professionally recognized standards of health care, including whether appropriate health care services have been provided and whether services have been provided in appropriate settings.

**Reconsideration:** An enrollee's first step in the appeal process after an adverse organization determination; a Medicare health plan or independent review entity may re-evaluate an adverse organization determination, the findings upon which it was based, and any other evidence submitted or obtained.

**Representative:** An individual appointed by an enrollee or other party, or authorized under State or other applicable law, to act on behalf of an enrollee or other party involved in an appeal or grievance. Unless otherwise stated, the representative will have all of the rights and responsibilities of an enrollee or party in obtaining an organization determination, filing a grievance, or in dealing with any of the levels of the appeals process, subject to the applicable rules described at 42 CFR Part 405.

## **10.2 - Responsibilities of the Medicare Health Plan**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Each Medicare health plan must establish and maintain procedures for:

- Standard and expedited organization determinations;
- Standard and expedited appeals; and
- Standard and expedited grievances.

Medicare health plans also must provide written information to enrollees or their representatives about the grievance and appeal procedures that are available to them through the Medicare health plan, at the following times:

- Grievance procedure - at initial enrollment, upon involuntary disenrollment initiated by the Medicare health plan, upon denial of an enrollee's request for expedited review of an organization determination or appeal, upon an enrollee's request, and annually thereafter;
- Appeals procedure, including the right to an expedited review - at initial enrollment, upon notification of an adverse organization determination, upon notification of a service or coverage termination (e.g., hospital, CORF, HHA or SNF settings), and annually thereafter; and

- Quality of care complaint process available under QIO process as described in [§1154\(a\)\(14\)](#) of the Social Security Act (the Act) - at initial enrollment, and annually thereafter.

As with all contractual responsibilities in the Medicare Advantage program, the health plan may delegate any of its grievances, organization determinations, and/or appeals responsibilities (*with the exception below*) to another entity or individual that provides or arranges health care services. In cases of delegation, the Medicare health plan remains responsible and must therefore ensure that requirements are met completely by its delegated entity and/or individual.

*Medicare health plans must employ a medical director who is responsible for ensuring the clinical accuracy of all organization determinations and reconsiderations involving medical necessity. The medical director must be a physician with a current license to practice medicine in a State, Territory, Commonwealth of the United States (that is, Puerto Rico), or the District of Columbia.*

### **10.3.1 - Grievances**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

- The right to have grievances heard and resolved in accordance with the guidelines that are described in this chapter of the manual;
- The right to request quality of care grievance data from Medicare health plans;  
*and*
- *The right to file a quality of care grievance with a QIO.*

### **10.3.3 - Appeals**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

- The right to request an expedited reconsideration as provided in this chapter;
- The right to request and receive appeal data from Medicare health plans;
- The right to receive notice when an appeal is forwarded to the Independent Review Entity (IRE);
- The right to automatic reconsideration by an IRE contracted by CMS, when the Medicare health plan upholds its original adverse determination in whole or in part;
- The right to an Administrative Law Judge (ALJ) hearing if the independent review entity upholds the original adverse determination in whole or in part and the

remaining amount in controversy meets the appropriate threshold requirement, as set forth in section 100.2;

- The right to request Medicare Appeals Council (MAC) review if the ALJ hearing decision is unfavorable to the enrollee in whole or in part;
- The right to judicial review of the hearing decision if the ALJ hearing and/or MAC review is unfavorable to the enrollee, in whole or in part, and the amount remaining in controversy meets the appropriate threshold requirement, as set forth in section 120;
- The right to request a QIO review of a termination of coverage of inpatient hospital care. If an enrollee receives immediate QIO review of a determination of non-coverage of inpatient hospital care, the above rights are limited. In this case, the enrollee is not entitled to the additional review of the issue by the Medicare health plan. The QIO review decision is subject to an ALJ hearing if the amount in controversy meets the appropriate threshold, and review of an ALJ hearing decision or dismissal by the MAC. Enrollees may submit requests for QIO review of determinations of non-coverage of inpatient hospital care in accordance with the procedures set forth in section 160;
- The right to request a QIO review of a termination of services in skilled nursing facilities, home health agencies and comprehensive outpatient rehabilitation facilities. If an enrollee receives QIO review of a SNF, HHA or CORF service termination, the enrollee is not entitled to the additional review of the issue by the Medicare health plan. Enrollees may submit requests for QIO review of provider settings in accordance with the procedures set forth in section 90.2;
- The right to request and be given timely access to the enrollee's case file and a copy of that case subject to federal and state law regarding confidentiality of patient information. The Medicare health plan shall have the right to charge the enrollee a reasonable amount, for example, the costs of mailing and/or an amount comparable to the charges established by a QIO for duplicating the case file material. At the time the request for case file material is made, the Medicare health plan should inform the enrollee of the per page duplicating cost. Based on the extent of the case file material requested, the Medicare health plan should provide an estimate of the total duplicating cost for which the enrollee will be responsible. The Medicare health plan may also charge the enrollee the cost of mailing the material to the address specified. If enrollee case files are stored off-site, then the Medicare health plan may not charge the enrollee an additional cost for courier delivery to a plan location that would be over and above the cost of mailing the material to the enrollee; and
- The right to challenge local and national coverage determinations. Under [§1869\(f\)\(5\)](#) of the Act, as added by §522 of the Benefits Improvement and

Protection Act (BIPA), certain individuals (“aggrieved parties”) may file a complaint to initiate a review of National Coverage Determinations (NCDs) or Local Coverage Determinations (LCDs). Challenges concerning NCDs are to be reviewed by the DAB of the Department of Health and Human Services. Challenges concerning LCDs are to be reviewed by ALJs. The new coverage challenge process is available to both beneficiaries with original Medicare and those enrolled in Medicare health plans.

## ***10.4 – Representatives***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

### ***10.4.1 – Representatives Filing on Behalf of Enrollees***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*Individuals who represent enrollees may either be appointed or authorized (for purposes of this chapter [and the definition under 42 CFR Part 422, Subpart M], they are both referred to as “representatives”) to act on behalf of the enrollee in filing a grievance, requesting an organization determination, or in dealing with any of the levels of the appeals process. An enrollee may appoint any individual (such as a relative, friend, advocate, an attorney, or any physician) to act as his or her representative. Alternatively, a representative (surrogate) may be authorized by the court or act in accordance with State law to act on behalf of an enrollee. A surrogate could include, but is not limited to, a court appointed guardian, an individual who has Durable Power of Attorney, or a health care proxy, or a person designated under a health care consent statute. Due in part to the incapacitated or legally incompetent status of an enrollee, a surrogate is not required to produce a representative form. Instead, he or she must produce other appropriate legal papers supporting his or her status as the enrollee’s authorized representative. Medicare health plans with service areas comprising more than one state should develop internal policies to ensure that they are aware of the different State representation requirements in their service areas.*

*To be appointed by an enrollee, both the enrollee making the appointment and the representative accepting the appointment (including attorneys) must sign, date, and complete a representative form (for purposes of this section, “representative form” means a Form CMS-1696 Appointment of Representative or other equivalent written notice). An “equivalent written notice” is one that:*

- Includes the name, address, and telephone number of enrollee;*
- Includes the enrollee’s HICN [or Medicare Identifier (ID) Number];*
- Includes the name, address, and telephone number of the individual being appointed;*

- *Contains a statement that the enrollee is authorizing the representative to act on his or her behalf for the claim(s) at issue, and a statement authorizing disclosure of individually identifying information to the representative;*
- *Is signed and dated by the enrollee making the appointment; and*
- *Is signed and dated by the individual being appointed as representative, and is accompanied by a statement that the individual accepts the appointment.*

*Either the signed representative form for a representative appointed by an enrollee, or other appropriate legal papers supporting an authorized representative's status, must be included with each request for a grievance, an organization determination, or an appeal. Regarding a representative appointed by an enrollee, unless revoked, an appointment is considered valid for one year from the date that the appointment is signed by both the member and the representative. Also, the representation is valid for the duration of a grievance, a request for organization determination, or an appeal. A photocopy of the signed representative form must be submitted with future grievances, requests for organization determinations, or appeals on behalf of the enrollee in order to continue representation. However, the photocopied form is only good for one year after the date of the enrollee's signature. Any grievance, request for organization determination, or appeal received with a photocopied representative form that is more than one year old is invalid to appoint that person as a representative and a new representative form must be executed by the enrollee.*

*Please note that the OMB-approved Form CMS-1696, Appointment of Representative (AOR) (see Appendix 5), contains the necessary elements and conforms to the Privacy Act requirements, **and is preferred**. For purposes of the Medicare health plan disseminating the AOR form, the most current edition must be used and prior versions of Form CMS-1696 are obsolete. **Please note that only sections I, II, and III of the form apply to the Medicare Advantage program.** Medicare health plans may not require appointment standards beyond those included in the CMS form.*

*Note: The CMS-1696 form, as written, applies to all Title XVIII Medicare benefits. However, a valid appointment of representative form submitted with a request that specifically limits the appointment to Part D prescription drug benefits is not valid for requests that involve MA benefits. In this situation, the enrollee must properly execute a separate representative form if he or she wishes the Part D representative to also serve as his or her MA representative (or vice versa). If a representative (who is representing an enrollee in regards to a Part D claim) files a MA grievance or requests an organization determination or appeal without a newly executed representative form, the Medicare health plan should explain to the representative that a new representative form must be executed, and provide the representative with a reasonable opportunity to submit the new form before dismissing the request.*

*For grievances, requests for organization determinations, or appeals submitted either without a representative form or with a defective representative form - It is the Medicare health plan's obligation to inform the enrollee and purported representative, in writing, that the grievance, organization determination, or reconsideration request will not be considered until the appropriate documentation is provided. For expedited requests, the Medicare health plan must develop procedures to ensure that expedited requests are not inappropriately delayed. When a request for a grievance, organization determination, or reconsideration is filed by a person claiming to be a representative, but the representative does not provide appropriate documentation upon the Medicare health plan's request, the Medicare health plan must make, and document, its reasonable efforts to secure the necessary documentation. The Medicare health plan must not undertake a review until or unless such documentation is obtained. The time frame for acting on a grievance, organization determination, or reconsideration request commences when the documentation is received.*

*For requests for grievances, if the Medicare health plan does not receive the appropriate appointment documentation within a reasonable time the health plan should dismiss the request on the grounds that a valid request was not received. What is reasonable depends on the circumstances.*

*For reconsiderations, if the Medicare health plan does not receive the documentation by the conclusion of the appeal time frame, plus extension, the Medicare health plan must forward the case to the independent review entity with a request for dismissal. The Medicare health plan must comply with the Independent Review Entity Reconsideration Process Manual section on reconsiderations that fail to meet representative requirements. Where an appeal initiated by a representative is submitted to the independent review entity, the independent review entity will examine the appeal for compliance with the appointment of representative requirements. The independent review entity may dismiss cases in which a required representative form is absent or defective. (See note regarding reviews performed by QIOs in §90.10.)*

*A provider, physician, or supplier may not charge an enrollee for representation in filing a grievance, organization determination, or appeal. Administrative costs incurred by a representative during the appeals process are not reasonable costs for Medicare reimbursement purposes.*

#### **10.4.2 – Authority of a Representative** **(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*Unless otherwise stated in the rules described in subpart M of part 422, the representative has all the rights and responsibilities of an enrollee in filing a grievance, obtaining an organization determination, or in dealing with any of the levels of the appeals process. For instance, a representative may, on behalf of an enrollee:*

- *Obtain information about the enrollee's claim to the extent consistent with current Federal and state law;*
- *Submit evidence;*
- *Make statements of fact and law; and*
- *Make any request or give or receive any notice about the proceedings.*

*NOTE: All notices or other correspondence intended for the enrollee must be sent to the enrollee's representative instead of to the enrollee.*

### ***10.4.3 - Notice Delivery to Representatives***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*NOTE: This section applies to a representative receiving written notification of organization determinations or service terminations. Signature requirements discussed below do not apply to organization determination notices.*

*The CMS requires that notification of changes in coverage for an enrollee who is not competent be made to a representative of the enrollee. Notification to the representative may be problematic because that person may not be available in person to acknowledge receipt of the required notification. Medicare health plans are required to develop procedures to use when the enrollee is incapable of receiving or incompetent to receive the notice, and the Medicare health plan cannot obtain the signature of the enrollee's representative through direct personal contact.*

*Regardless of the competency of an enrollee, if the Medicare health plan is unable to personally deliver a notice of non-coverage to a representative, then the Medicare health plan must telephone the representative to advise him or her when the enrollee's services will no longer be covered. The Medicare health plan must identify itself to the representative and provide a contact number for questions about the plan. It must describe the purpose of the call which is to inform the representative about the right to file an appeal. The information provided must, at a minimum, include the following:*

- *The date services end, and when the enrollee's liability begins;*
- *How to get a copy of a detailed notice describing why the enrollee's services are not being provided;*
- *A description of the particular appeal right being discussed (e.g., QIO vs expedited);*
- *When (by what time/date) the appeal must be filed to take advantage of the particular appeal right;*

- *The contact information for the entity who will process the appeal, including any applicable name, address, telephone number, fax number or other method of communication the entity requires in order to receive the appeal in a timely fashion;*
- *Provide at least one telephone number of an advocacy organization, or 1-800-MEDICARE that can provide additional assistance to the representative in further explaining and filing the appeal; and*
- *Additional documentation that confirms whether the representative, in the writer's opinion, understood the information provided.*

*The date the Medicare health plan conveys this information to the representative, whether in writing or by telephone, is the date of receipt of the notice.*

*Confirm the telephone contact by acknowledging the conversation in writing and mailing it on that same date. Place a dated copy of the notice in the enrollee's medical file, and document the telephone contact with the member's representative (as listed above) on either the notice itself, or in a separate entry in the enrollee's file or attachment to the notice. The documentation will indicate that the representative was informed of the date the enrollee's financial liability begins, the enrollee's appeal rights, and how and when to initiate an appeal. Also include the name, organization and contact number of the staff person who made the contact, the name of the representative contacted by phone, the date and time of the telephone contact, and the telephone number called.*

*When direct phone contact cannot be made, send the notice to the representative by certified mail, return receipt requested. The date that someone at the representative's address signs (or refuses to sign) the receipt is the date received. Place a copy of the notice in the enrollee's medical file, and document the attempted telephone contact to the members' representative. The documentation will include: the name, organization and contact number of the staff person initiating the contact, the name of the representative you attempted to contact, the date and time of the attempted call, and the telephone number called. When the return receipt is returned by the post office with no indication of a refusal date, then the enrollee's liability starts on the second working day after the Medicare health plan's mailing date. The form instructions accompanying a denial notice may also contain pertinent information regarding delivery to enrollees or their representatives. Medicare health plans and providers will consider such instructions as manual guidance.*

**NOTE:** *References to Medicare health plans also apply to delegated entities, as applicable.*

## **20.1 - Complaints That Contain Elements of Both Appeals and Grievances**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Complaints may include both grievances and appeals. Complaints can be processed under the appeal procedures, under the grievance procedures, or both depending on the extent to which the issues wholly or partially contain elements that are organization determinations. One complaint letter may contain a grievable issue and an appealable issue. If an enrollee addresses two or more issues in one complaint, then each issue should be processed separately and simultaneously (to the extent possible) under the proper procedure.

### ***EXAMPLE***

*A Medicare health plan enrollee has a contractual benefit that covers one pair of eyeglasses every 24 months with a maximum Medicare health plan contribution of \$70.00. The enrollee ordered glasses as prescribed by a Medicare health plan optometrist and was covered for \$70.00 of the bill. The enrollee returned to the optometrist, asserting that the glasses were no good and the prescription was wrong. The enrollee requested Medicare health plan coverage for another pair of glasses. Where an enrollee complains that contractually covered and previously rendered services are inadequate or substandard in quality, this type of complaint (i.e., request for another pair of glasses) should be classified as a grievance (quality of care complaint) as well as a new service request (organization determination).*

## **20.2 - Distinguishing Between Appeals and Grievances**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Appeal procedures must be used for complaints or disputes involving organization determinations. Grievance procedures are separate and distinct from organization determination and appeal procedures. Determine whether the issues in an enrollee's complaint meet the definition of a grievance, an appeal, or both. The Medicare health plan then must resolve all enrollee's complaints or disputes through the appropriate procedure to address the particular type of complaint.

For example, Medicare health plans must determine how to categorize complaints about co-payments on a case-by-case basis. Medicare health plans must subject complaints about co-payments to the appeals process when an enrollee believes that a Medicare health plan has required the enrollee to pay an amount for a health service that should be the Medicare health plan's responsibility. If an enrollee expresses general dissatisfaction about a co-payment amount, then a Medicare health plan should process the enrollee's complaint as a grievance.

Complaints concerning an enrollee's involuntary disenrollment initiated by the Medicare health plan must also be processed through the grievance procedures. Other types of complaints that might fall into the grievance category include, but are not limited to: a

change in premiums or cost sharing arrangements from one contract year to the next, difficulty getting through on the telephone, the quality of care of services provided, interpersonal aspects of care, such as rudeness by a provider or staff member, or failure to respect an enrollee's rights. The facts surrounding a complaint will determine whether the appeals or grievance process should be initiated. The following are offered as examples of when each process should begin:

- An enrollee who currently uses a particular heart specialist is dismayed to find out that the specialist he/she uses will no longer be a contracted provider with the Medicare health plan. The enrollee calls the health plan and complains. The enrollee states that he/she has tried other specialists before, was not satisfied, and therefore wants the health plan to continue coverage of the heart specialist. This complaint should be treated as a request for an organization determination, subject to the appeals process, on the basis that the enrollee believes that continued care with the particular heart specialist is required for his/her well-being.
- An enrollee who currently does not use a particular heart specialist reads in his provider manual that the heart specialist is no longer in the plan's network. The enrollee calls the plan to complain, even though it does not directly affect him at the current time because the enrollee does not currently see a heart specialist. In this instance, the complaint cannot be interpreted as a request for an organization determination. The complaint should therefore be handled as a grievance.

Complaints concerning the quality of medical care received under Medicare may be acted upon by the Medicare health plan, but also may be addressed through the QIO complaint process under [§1154\(a\)\(14\)](#) of the Act. (See also the QIO Manual chapter regarding the Beneficiary Complaint Process.) This process is separate and distinct from the Medicare health plan's grievance process. For example, if an enrollee believes his/her physician misdiagnosed the enrollee's condition, then the enrollee may file a complaint with the QIO in addition or in lieu of a complaint filed under the Medicare health plan's grievance process.

All grievances regarding quality of care, regardless of whether they are filed orally or in writing must be responded to in writing. When the Medicare health plan responds to an enrollee's grievance in writing, it must include a description of the enrollee's right to file the grievance with the QIO *and contact information for the appropriate QIO to which the enrollee may submit his or her quality of care grievance.* For any grievance filed with the QIO, the Medicare health plan must cooperate with the QIO in resolving the grievance.

Complaints concerning organization determinations are resolved through appeal procedures. Organization determinations primarily include complaints concerning the benefits to which an enrollee is, or believes he/she is, entitled, i.e., payment or provision of services. Additionally, an appeal might arise from a complaint when an enrollee disputes the calculation of his/her co-payment amount.

At times Medicare health plans will need to process complaints using the Medicare health plan's grievance procedures as well as its appeal procedures. For example, an enrollee might complain that because he/she had to wait so long to obtain a referral, he/she received services out of network. The enrollee's complaint contains both an appealable request for payment as well as a grievance about the timeliness of services. Therefore, complaints must be reviewed on a case-by-case basis. Complaints that are grievances must be resolved as expeditiously as the enrollee's case requires, based on the enrollee's health status, but no later than 30 *calendar* days after the date the organization receives the oral or written grievance. Grievances filed orally, may be responded to orally unless the enrollee requests a written response or the grievance concerns quality of care. Grievances filed in writing must be responded to in writing.

### **20.3 - Procedures for Handling a Grievance**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Each Medicare health plan, and any managed care plan it offers, must provide meaningful procedures for timely hearing and resolving both standard and expedited grievances between enrollees and the Medicare health plan or any other entity or individual through which the Medicare health plan provides health care services.

The Medicare health plan must include the following requirements in its grievance procedures:

- Ability to accept any information or evidence concerning the grievance orally or in writing not later than 60 calendar days after the event;
- Ability to respond within 24 hours to an enrollee's expedited grievance whenever:
- A Medicare health plan extends the time frame to make an organization determination or reconsideration; or
- A Medicare health plan refuses to grant a request for an expedited organization determination or reconsideration;
- Use *the* model notice, or regional office approved variation of the model notice, to notify enrollees of their right to file an expedited grievance (see Appendix 6);
- Prompt, appropriate action, including a full investigation of the grievance as expeditiously as the enrollee's case requires, based on the enrollee's health status, but no later than 30 calendar days from the date the oral or written request is received, unless extended as permitted under 42 CFR 422.564(e)(2);
- Timely transmission of grievances to appropriate decision-making levels in the organization;

- Notification *of* all concerned parties *upon completion of the investigation*, as expeditiously as the enrollee's case requires based on the enrollee's health status, but not later than 30 calendar days from the date the grievance is filed with the health plan;
- Prompt notification to the enrollee or their representative regarding an organization's plan to take up to a 14 calendar day extension on a grievance case;
- Documentation of the need for any extension taken (other than one requested by the enrollee) that explains how the extension is in the best interest of the enrollee; and
- Procedures for tracking and maintaining records about the receipt and disposition of grievances. Consistent with §170 of this chapter, Medicare health plans must disclose grievance data to Medicare beneficiaries upon request. Medicare health plans must be able to log or capture enrollees' grievances in a centralized location that is readily accessible.

### **20.3.1 - Procedures for Handling Misclassified Grievances**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Should a Medicare health plan misclassify a grievance as an appeal and issue a denial notice and if the independent review entity determines that the complaint was misclassified as an appeal, then the independent review entity must dismiss the appeal and return the complaint to the Medicare health plan for proper processing. The Medicare health plan must notify the enrollee in writing that the complaint was misclassified and will be handled through the Medicare health plan grievance process. Medicare health plans are expected to audit their own appeals and grievance systems for the presence of errors, and institute appropriate quality improvement projects as needed.

#### ***EXAMPLE***

Over an enrollee's objections, a Medicare health plan determines that it requires additional medical records from a health provider to decide on a request for an organization determination. The enrollee's objection to the extension that the Medicare health plan granted to allow it to wait for the medical records should be classified as an expedited grievance and processed within 24 hours.

### **20.4 - Written Explanation of Grievance Procedures**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The Medicare health plan must provide all members with written grievance procedures upon initial enrollment, involuntary disenrollment (i.e., initiated by the Medicare health plan), annually, and upon request. Medicare health plans are also required to provide all members with written notice about their right to file an expedited grievance upon denial of the enrollee's request for an expedited appeal, a request for an expedited organization

determination, or whenever the Medicare health plan decides to take an extension on a request for an organization determination or appeal. CMS has developed a model notice Medicare health plans can use to notify enrollees whenever these actions occur, (see Appendix 6). Note that substantive changes to the model notice language must be approved in accordance with regional office marketing procedures.

Any time a written grievance notification is required, Medicare health plans must include at least the following information:

- How and where to file a grievance; and
- The differences between appeals and grievances.

### **30 - Organization Determinations**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

An organization determination is any determination (i.e., an approval or denial) made by the Medicare health plan, or its delegated entity with respect to the following:

- Payment for temporarily out of the area renal dialysis services;
- Payment for emergency services, post-stabilization care, or urgently needed services;
- Payment for any other health services furnished by a provider (other than the Medicare health plan), that the enrollee believes:
  - Are covered under Medicare, or
  - If not covered under Medicare, should have been furnished, arranged for, or reimbursed by the Medicare health plan.
- Refusal to authorize, provide, or pay for services, in whole or in part, including the type or level of services, which the enrollee believes should be furnished or arranged by the organization;
- *Reduction, or premature discontinuation, of a previously authorized ongoing course of treatment; or*
- Failure of the Medicare health plan to approve, furnish, arrange for, or provide payment for health care services in a timely manner, or to provide the enrollee with timely notice of an adverse determination, such that a delay adversely affects the health of the enrollee.

Each Medicare health plan must establish procedures for making timely organization determinations regarding the benefits an enrollee is entitled to receive under *the* plan. *These benefits include* basic benefits, mandatory and optional supplemental benefits and the amount, if any, that the enrollee is required to pay for a health service.

*Whenever an enrollee contacts a Medicare health plan to request a service, the request itself indicates that the enrollee believes that the Medicare health plan should provide or pay for the service. Thus, the request constitutes a request for a determination, and the Medicare health plan's response to the request constitutes an organization determination. However, if a provider declines to give a service that an enrollee has requested or offers alternative services, this is not an organization determination (the provider is making a treatment decision). In this situation, the enrollee must contact the Medicare health plan to request an organization determination for the service in question, or the provider may request the organization determination on the enrollee's behalf.* The Medicare health plan must educate enrollees and practitioners that when there is a disagreement with a practitioner's decision to deny a service or a course of treatment, in whole or in part, the enrollee has a right to request and receive *an organization determination* from the Medicare health plan regarding the *services or treatment being requested.*

When the Medicare health plan decides not to provide or pay for a requested service, in whole or in part, this decision constitutes an adverse organization determination. *Similarly, a plan's or provider's decision to discontinue or reduce a previously authorized course of treatment automatically results in an adverse organization determination. (This does not apply in situations where the enrollee wants to continue receiving services already completed in accordance with the original organization determination. In those cases, the enrollee must request a new set of services.)* In the event of any adverse organization determination, a Medicare health plan must provide the enrollee with a written denial notice with appeal rights. *For pre-service denials or a discontinuation/reduction of a previously authorized course of treatment, use the Notice of Denial of Medicare Coverage (form CMS-10003-NDMC). For payment denials, use the Notice of Denial of Payment (form CMS-10003-NDP). See Appendix 1.* Medicare health plans must ensure issuance of written notices of adverse organization determinations whenever coverage is denied in whole or in part. (also see §§ 40.2.1 and 40.2.2). *A discontinuation/reduction of a previously authorized course of treatment is technically a denial of future services that were once authorized. This makes the NDMC an acceptable format.*

Once an organization determination has occurred, the appeals process *is available* if an enrollee believes the Medicare health plan's decision is unfavorable. If a managed care enrollee disputes an organization determination, the case must be handled using the federally mandated appeals process. If an enrollee complains about any other aspect of the Medicare health plan (e.g. the manner in which care was provided), the Medicare health plan must address the issue through the separate grievance process.

### **30.3 - Special Jurisdictional Rules for Claims Processing and Appeals for Medicare Cost Plans and HCPPs**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

It is often appropriate for carriers to process claims for enrollees in cost plans (except as specified otherwise, these rules affecting cost plans also apply to HCPPs) as regular Part B claims (e.g., when enrollees see an out-of-network physician without plan authorization or for certain services such as physical therapy [see Chapter 17(B), section 300 of the Cost Plan Manual]). It may also be appropriate for fiscal intermediaries to process Part B emergency or urgently needed services (under 42 CFR 417.558, this depends on whether the cost plan is paying for the services).

Similarly, it may be appropriate for a fiscal intermediary to process claims for cost plan enrollees as regular Part A claims (e.g., when enrollees use an out-of-network facility or for certain services such as home health or hospice services [see Chapter 17(B), section 300 of the Cost Plan Manual]). Also, if a cost plan with a contract under Section 1876 of the Social Security Act elects “billing option 1” (i.e., chooses to have CMS pay for all hospital and SNF services – see 42 CFR 417.532(c)), the fiscal intermediary would process any claims received (including Part B hospital outpatient claims).

However, regardless of who pays Part A or Part B claims, if an enrollee has received services through the cost plan’s network, or out-of-network at the direction of the cost plan/network provider (e.g. referral), or because of an emergency inpatient admission, appeals concerning a denial of payment of such services would fall under the rules that apply to cost plan services contained in 42 CFR Part 422, Subpart M. (In the case of an HCPP, this would only involve Part B services. Part A services are not covered under the HCPP agreement, and would always be processed under the 42 CFR Part 405 appeals rules.) Furthermore, the enrollee cannot be held liable for a Part A or Part B service just because a carrier or fiscal intermediary denied the claim under these circumstances. This is true even though the cost plan has no influence on the carrier’s or fiscal intermediary’s decision. The 42 CFR Part 405 fee-for-service appeals rules apply only in a case in which the enrollee self-referred out of the cost plan’s provider network or hospital /SNF network without the cost plan’s involvement (including outpatient emergency services at an out-of-network hospital). Any disputes involving applicable cost-sharing would fall under the rules that apply to cost plan services contained in 42 CFR Part 422, Subpart M.

If an enrollee files an appeal with the cost plan when the appeal should have been filed with the carrier or fiscal intermediary, the cost plan must inform the enrollee that the appeal should be filed with the carrier or fiscal intermediary that denied the payment. The cost plan should direct the enrollee to the Medicare Summary Notice (MSN) for an explanation of the 42 CFR Part 405 fee-for-service appeals process. The cost plan must inform the enrollee in the Evidence of Coverage (EOC) that the cost plan’s appeals process is only for disputes relating to organization determinations made by the plan or certain emergency admissions. The cost plan may illustrate the dual appeals process by providing examples in the EOC. CMS will release guidance to the IRE to ensure that the

IRE does not inappropriately process appeals that should have been filed with the carrier or fiscal intermediary.

#### **40.1 - Standard Time Frames for Organization Determinations** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

When an enrollee has made a request for a service, the Medicare health plan must notify the enrollee of its determination as expeditiously as the enrollee's health condition requires, but no later than 14 calendar days after the date the organization receives the request for a standard organization determination.

The Medicare health plan may extend the time frame up to 14 calendar days. This extension is allowed to occur if the enrollee requests the extension or if the organization justifies a need for additional information and documents how the delay is in the interest of the enrollee (for example, the receipt of additional medical evidence from *non-contract* providers may change a Medicare health plan's decision to deny). When the Medicare health plan grants itself an extension to the deadline, it must notify the enrollee, in writing, of the reasons for the delay, and inform the enrollee of the right to file a grievance if he or she disagrees with the Medicare health plan's decision to grant an extension. The Medicare health plan must notify the enrollee, in writing, of its determination as expeditiously as the enrollee's health condition requires, but no later than the expiration of any extension that occurs, in accordance with this chapter.

The Medicare health plan must pay 95 percent of clean claims from *non-contract* providers within 30 calendar days of the request. All other claims must be paid or denied within 60 calendar days from the date of the request.

##### **40.1.1 - Who Must review an Organization Determination** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*If the Medicare health plan expects to issue a partially or fully adverse medical necessity decision based on the initial review of the request, the organization determination must be reviewed by a physician or other appropriate health care professional with sufficient medical and other expertise, including knowledge of Medicare coverage criteria, before the health plan issues the organization determination. The physician or other health care professional must have a current and unrestricted license to practice within the scope of his or her profession in a State, Territory, Commonwealth of the United States (that is, Puerto Rico), or the District of Columbia.*

**NOTE:** *The physician or other health care professional must remember to apply the prudent layperson standard (as described in 42 CFR 422.113(b)(1)) when making organization determinations regarding emergency services.*

**40.2.1 - Written Notification of Medicare Health Plan Decision**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*If the Medicare health plan decides to deny services or payments, in whole or in part, or discontinues/reduces a previously authorized ongoing course of treatment, then it must give the enrollee a written notice of its determination.*

*The Medicare health plan must provide notice using the most efficient manner of delivery to ensure the enrollee receives the notice in time to act (e.g., via fax, hand delivery, or mail). If the enrollee has a representative, the representative must be given a copy of the notice. The written notice of determination may be a separate different document from any plan generated claims statement to the enrollee or provider. Such plan-generated statements may include explanation of benefits (EOBs), detailing what the plan has paid on the enrollee's behalf, and/or the enrollee's liability for payment.*

*The Medicare health plan must use approved notice language in Appendix 1 (see Notice of Denial of Medical Coverage (NDMC) and Notice of Denial of Payment (NDP)). If a Medicare health plan uses its existing system-generated notification (i.e., EOB) regarding payment denials as its written notice of determination, the plan must ensure that the EOB contains the OMB-approved language of the NDP verbatim and in its entirety, and meets the content requirements listed in the NDP's form instructions (see Appendix 1).*

*The standardized denial notice forms have been written in a manner that is understandable to the enrollee and must provide:*

- *The specific reason for the denial that takes into account the enrollee's presenting medical condition, disabilities, and special language requirements, if any;*
- *Information regarding the enrollee's right to a standard or expedited reconsideration and the right to appoint a representative to file an appeal on the enrollee's behalf (as mandated by 42 CFR 422.570 and 422.566(b)(3));*
- *For service denials, (see NDMC, Appendix 1), a description of both the standard and expedited reconsideration processes and time frames, including conditions for obtaining an expedited reconsideration, and the other elements of the appeals process;*
- *For payment denials, (see NDP, Appendix 1) a description of the standard reconsideration process and time frames, and the rest of the appeals process; and*
- *The beneficiary's right to submit additional evidence in writing or in person.*

**40.2.2 – Examples of Unacceptable/Acceptable Denial Rationale**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

As previously stated, Medicare health plans must provide enough information for the enrollee to understand the reason their request was denied.

Below is an example of unacceptable denial rationale (because it is not specific enough or does not provide the background necessary to indicate why rehabilitation services are no longer necessary):

*You required skilled rehabilitation services - Physical therapy for mobility + gait, including ADL's, swallowing evaluation and speech therapy - from 6/5/2005. These services are no longer needed on a daily basis.*

The denial rationale must be specific to each individual case and written in a manner that an enrollee can understand.

Below are examples of language that are acceptable (because they provide detail sufficient to guide the enrollee on any further action, if necessary):

- *The case file indicated that while Jane Doe was making progress in her therapy programs, her condition had stabilized and further daily skilled services were no longer indicated. The physical therapy notes indicate that she reached her maximum potential in therapy. She had progressed to minimum assistance for bed mobility, moderate assistance with transfers, and was ambulating to 100 feet with a walker. The speech therapist noted that her speech was much improved by 6/12/2001, and that her private caregiver had been instructed on safe swallowing procedures and will continue with feeding responsibilities.*
- *Home health care must meet Medicare guidelines, which require that you must be confined to your home. You are not homebound and consequently the home health services requested are not payable by Medicare or the Medicare health plan.*
- *Golf carts do not qualify as durable medical equipment as defined under Medicare guidelines. Medicare defines durable medical equipment as an item determined to be necessary on the basis of a medical or physical condition, is used in the home or an institutional setting, and meets Medicare's safety requirements. A golf cart does not meet these requirements and is not payable by Medicare or (**name of health plan**).*

**NOTE:** In cases involving emergency services, the Medicare health plan must apply the prudent layperson standard when making the organization determination, as described under 42 C.F.R. 422.113(b)(1).

*Plans are free to use any general attachments accompanying such notices, such as a form for its enrollees' voluntary use in filing an appeal. However, this material must go through the regional office's marketing review.*

### **40.2.3 - Notice Requirements for *Non-contract* Providers**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

If the Medicare health plan denies a request for payment from a *non-contract* provider, the Medicare health plan must notify the *non-contract* provider of the specific reason for the denial and provide a description of the appeals process. *Plans must deliver either a remittance advice/notice or other similar notification that includes the following information:*

- *Non-contract providers have the right to request a reconsideration of the plan's denial of payment;*
- *Non-contract providers have 60 calendar days from the remittance notification date to file the reconsideration;*
- *Non-contract providers must include a signed Waiver of Liability form holding the enrollee harmless regardless of the outcome of the appeal [include either the form or a link to the form];*
- *Non-contract providers should include documentation such as a copy of the original claim, remittance notification showing the denial, and any clinical records and other documentation that supports the provider's argument for reimbursement; and*
- *Non-contract providers must mail the reconsideration to the plan [provide appropriate plan address]*

*Medicare health plans should refer to section 60.1.1 for additional information regarding non-contract provider appeals.*

### **50.2 - How the Medicare Health Plan Processes Requests for Expedited Organization Determinations**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

The Medicare health plan must establish and maintain procedures that:

- Establish efficient and convenient means for enrollees to submit oral/written requests for expedited organization determinations;
- Document all oral requests in writing and maintain the documentation in the case file;

- Promptly decide whether to expedite a determination based on whether applying the standard time frame for making a determination could seriously jeopardize the life or health of the enrollee or the enrollee’s ability to regain maximum function;
- Provide written notice of denials of requests for expedited determinations and instructions on how to file an expedited grievance when enrollees dispute the managed care denial or extension decision;
- Develop a meaningful process for receiving requests for expedited reviews. These procedures should include designating an office and/or department to receive both oral or written requests and a telephone number for oral requests, and may include a facsimile number to facilitate receipt of requests for expedited organization determinations. The procedures must be clearly explained in member materials. In addition, Medicare health plans will be accountable for educating staff and provider networks to ensure that requests for expedited review received by medical groups or other health plan offices are referred immediately to the Medicare health plan’s designated office or department; *and*
- The 72-hour period begins when the request is received by the appropriate office or department designated by the Medicare health plan regardless of whether the provider is under contract to the Medicare health plan. If the Medicare health plan requires medical information from *non-contract* providers to make a decision, the Medicare health plan must request the necessary information from the *non-contract* provider within 24 hours of the initial request for an expedited organization determination. *Non-contract* providers must make reasonable and diligent efforts to expeditiously gather and forward all necessary information to assist the Medicare health plan in meeting the required time frame. Regardless of whether the Medicare health plan must request information from *non-contract* providers, the Medicare health plan is responsible for meeting the same time frame and notice requirements as it does with contracting providers.

### **50.2.1 - Defining the Medical Exigency Standard**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The medical exigency standard requires a Medicare health plan and CMS’ independent review entity to make decisions as “expeditiously as the enrollee’s health condition requires.” This standard is set forth in regulation at [422.568\(b\)](#) (standard organization determination), [422.572\(a\)](#) (expedited organization determination), [422.590\(a\)](#) (standard reconsideration), [422.590\(d\)\(1\)](#) (expedited reconsideration) and [422.592\(b\)](#) (for reconsidered determination by independent review entity), [422.618\(a\)\(1\)](#) (Medicare health plan effectuating standard reconsidered determination), [422.618\(b\)\(1\)](#) (effectuation requirements for reversals by the independent review entity), [422.618\(c\)](#) (effectuation requirements for reversals by the ALJ or higher levels of appeal), [422.619\(a\)](#) (Medicare health plan effectuating expedited reconsidered determinations), [422.619\(b\)](#) (effectuation

requirements for reversals by the independent review entity for expedited reconsidered determinations), *and* [422.619\(c\)](#) (effectuation requirements for reversals by the ALJ or higher levels of appeal for expedited reconsidered determinations). This standard requires that the Medicare health plan or the independent entity apply, at a minimum, established accepted standards of medical practice in assessing an individual's medical condition. Evidence of the individual's condition can be demonstrated by indications from the treating provider or from the individual's medical record (including such information as the individual's diagnosis, symptoms, or test results).

The medical exigency standard was established by regulation to ensure that Medicare health plans would develop a system for determining the urgency of both standard and expedited requests for services, triage incoming requests against pre-established criteria, and then give each request priority according to that system. That is, Medicare health plans must treat every case in a manner that is appropriate to its medical particulars or urgency. Medicare health plans should not systematically take the maximum time permitted for service-related decisions.

### **50.3 - Action Following Denial *of Request* for Expedited Review** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

If a Medicare health plan denies a request for an expedited organization determination, it must automatically transfer the request to the standard time frame and make a determination within 14 calendar days (the 14-day period starts when the request for an expedited determination is received by the Medicare health plan), give the enrollee prompt oral notice of the denial including the enrollee's rights, and subsequently deliver to the enrollee, within 3 calendar days, a written letter of the enrollee's rights that:

- Explains that the organization will automatically transfer and process the request using the 14-day time frame for standard determinations;
- Informs the enrollee of the right to file an expedited grievance if he or she disagrees with the organization's decision not to expedite the determination;
- Informs the enrollee of the right to resubmit a request for an expedited determination and that if the enrollee gets any physician's support indicating that applying the standard time frame for making determinations could seriously jeopardize the life or health of the enrollee or the enrollee's ability to regain maximum function, the request will be expedited automatically; and
- Provides instructions about the expedited grievance process and its time frames.

CMS has developed a model notice that plans may use to notify enrollees about their expedited grievance rights (see Appendix 6).

#### **50.4 - Action *Following Acceptance of Requests for Expedited Determinations***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

If an organization grants a request for an expedited determination, the determination must be made in accordance with the following requirements:

- A Medicare health plan that approves a request for expedited determination must make the determination and notify the enrollee and the physician involved, as appropriate, of its determination as expeditiously as the enrollee's health condition requires, but no later than 72 hours after receiving the request. Although the Medicare health plan may notify the enrollee orally or in writing, the enrollee must be notified within the 72 hour time frame. Mailing the determination within 72 hours in and of itself is insufficient. The enrollee must receive the notice in the mail within 72 hours. When the determination is adverse, the Medicare health plan must mail written confirmation of its determination within 3 calendar days after providing oral notification, if applicable; and
- The Medicare health plan will extend the 72-hour time frame by up to 14 calendar days if the enrollee requests the extension. The Medicare health plan also may extend the time frame by up to 14 calendar days if the organization justifies a need for additional information and documents how the delay is in the interest of the enrollee. When the Medicare health plan extends the time frame, it must notify the enrollee in writing of the reasons for the delay, and inform the enrollee of the right to file an expedited grievance if he or she disagrees with the Medicare health plan's decision to grant an extension. The Medicare health plan must notify the enrollee of its determination as expeditiously as the enrollee's health condition requires, but no later than the expiration of the extension.

#### **50.5 - *Notice Requirements for Expedited Organization Determinations***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

The Medicare health plan must use approved notice language in Appendix 1. The standardized denial notice form has been written in a manner that is understandable to the enrollee. *When completing the standardized notice you must indicate* the specific reason for the denial that takes into account the enrollee's presenting medical condition, disabilities, and special language requirements, if any.

If the Medicare health plan first *orally* notifies an enrollee of an adverse expedited determination, *the Medicare health plan must* mail written confirmation to the enrollee within *three* calendar days of the oral notification.

#### **50.6 – *Effect of Failure to Provide Timely Notice***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*If the Medicare health plan fails to provide the enrollee with timely notice of an expedited organization determination, this failure itself constitutes an unfavorable determination. Medicare health plans are required to automatically refer any unfavorable (in whole or in part) organization determinations to the IRE and to ensure members are promptly notified.*

## **60.1 - Parties to the Organization Determination for Purposes of an Appeal**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The parties to an organization determination *for purposes of an appeal* include:

- The enrollee (including his or her representative);
- An assignee of the enrollee (i.e., a physician or other provider who has furnished a service to the enrollee and formally agrees to waive any right to payment from the enrollee for that service);
- The legal representative of a deceased enrollee's estate; or
- Any other provider or entity (other than the Medicare health plan) determined to have an appealable interest in the proceeding.

### **60.1.1 - Non-contract Provider Appeals**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*A non-contract provider, on his or her own behalf, is permitted to file a standard appeal for a denied claim only if the non-contract provider completes a waiver of liability statement, which provides that the non-contract provider will not bill the enrollee regardless of the outcome of the appeal. See Appendix 7.*

*Physicians and suppliers who have executed a waiver of beneficiary liability are not required to complete the CMS-1696, Appointment of Representative, form. In this case, the physician or supplier is not representing the beneficiary, and thus does not need a written appointment of representation. Furthermore, because the enrollee no longer has an appealable interest under Subpart M of Part 422, Medicare health plan notices/correspondence regarding the non-contract provider's appeal should be delivered to the non-contract provider but not the enrollee.*

*When a non-contract provider files a request for reconsideration of a denied claim but the non-contract provider does not submit the waiver of liability or other documentation as per section 40.2.3 upon the Medicare health plan's request, the Medicare health plan must make, and document, its reasonable efforts to secure the necessary waiver of liability form and other documentation. The Medicare health plan should not undertake a review until or unless such form/documentation is obtained. The time frame for acting*

*on a reconsideration request commences when the properly executed waiver of liability form and other documentation is received. However, if the Medicare health plan does not receive the form/documentation by the conclusion of the appeal time frame, the Medicare health plan should forward the case to the independent review entity with a request for dismissal. The Medicare health plan must comply with the IRE's Reconsideration Process Manual section on reconsiderations that fail to meet provider-as-party requirements.*

## **70.1 - Who May Request Reconsideration**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

Any party to an organization determination (including a reopened and revised determination), i.e., an enrollee, an enrollee's representative or a *non-contract* physician or provider to the Medicare health plan may request that the determination be reconsidered. However, *contract* providers do not have appeal rights. An enrollee, an enrollee's representative, or physician (regardless of whether the physician is affiliated with the Medicare health plan) are the only parties who may request that a Medicare health plan expedite a reconsideration. *For standard pre-service reconsiderations, a physician who is providing treatment to an enrollee may, upon providing notice to the enrollee, request a standard reconsideration on the enrollee's behalf without submitting a representative form. See additional information in section 70.1.1.*

When a *non-contract* physician or provider seeks a standard reconsidered determination for purposes of obtaining payment only, then the *non-contract* physician or provider must sign a waiver of liability; i.e., the *non-contract* physician or provider formally agrees to waive any right to payment from the enrollee for a service.

### ***70.1.1 – Medicare Health Plan Procedures for Accepting Standard Pre-service Reconsiderations from Physicians***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*This section describes the procedures Medicare health plans are to use in determining whether to accept standard pre-service reconsiderations from physicians, without a completed representative form (i.e., CMS-1696 or other equivalent written notice):*

*If the reconsideration request comes from the enrollee's primary care physician in the Medicare health plan's contract network, no enrollee notice verification is required.*

*If the reconsideration request comes from either an in-network (contract) physician or a non-contract physician, and the patient's records indicate he or she visited this physician at least once before, a Medicare health plan may assume the physician has informed the enrollee about the request and no further verification is needed.*

*If this appears to be the first contact between the physician requesting the reconsideration and the enrollee, a Medicare health plan is to undertake reasonable efforts to confirm the physician has given the enrollee appropriate notice. For example:*

- *If the physician makes the request by phone, during the call a health plan may confirm the physician gave the enrollee notice that he or she is acting on the enrollee's behalf.*
- *If the Medicare health plan has a model form for a provider to mail or fax, it may amend the form to include boilerplate language with a checkbox indicating the physician is acting on the enrollee's behalf with the enrollee's knowledge and approval.*
- *The physician makes the request by a fax, letter, or email, and the enrollee is copied on the correspondence, and/or the writing includes a statement affirming that the enrollee knows that the physician is acting on the enrollee's behalf with the enrollee's knowledge and approval.*
- *The Medicare health plan may call the enrollee and ask if he or she knows that this particular physician making the request is acting on his or her behalf with his or her knowledge and approval.*

## **70.2 - How to Request a Standard Reconsideration**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

A party *or, upon providing oral or written notice to the enrollee, a physician who is treating an enrollee and acting on the enrollee's behalf*, may request a standard reconsideration by filing a written request with the Medicare health plan. Except in the case of an extension of the filing time frame, a party must file the request for reconsideration within 60 calendar days from the date of the notice of the organization determination. *If a request for reconsideration is filed beyond the 60 calendar day timeframe and good cause for late filing is not provided, the Medicare health plan will forward the request to the independent review entity for dismissal.*

If a Medicare health plan chooses to accept an oral reconsideration, the Medicare health plan should be aware that the timeframe for processing the reconsideration begins with acceptance of the oral request *and* the following steps *must* be taken:

- *Record the request* in the enrollee's own words, *repeat* back to the *enrollee* to confirm *for* accuracy, and place into a tracking system;
- If a department other than one that responds to appeals receives the request, forward the request to the appropriate department *that handles* appeals;

- The department *that handles* appeals *will* mail an acknowledgement letter to the enrollee to confirm the facts and basis of the appeal.

### **70.3 - *Conditions Upon Which a Plan May Grant a Good Cause for Late Filing Exception***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

If a party shows good cause, the Medicare health plan may extend the time frame for filing a request for reconsideration. The Medicare health plan should consider the circumstance that kept the enrollee or representative from making the request on time and whether any organizational actions might have misled the enrollee. Examples of circumstances where good cause may exist include (but are not limited to) the following situations:

- The enrollee did not personally receive the adverse organization determination notice, or he/she received it late;
- The enrollee was seriously ill, which prevented a timely appeal;
- There was a death or serious illness in the enrollee's immediate family;
- An accident caused important records to be destroyed;
- Documentation was difficult to locate within the time limits;
- The enrollee had incorrect or incomplete information concerning the reconsideration process; or
- The enrollee lacked capacity to understand the time frame for filing a request for reconsideration.

The party requesting the good-cause extension may file the request with the Medicare health plan in writing, including the reason why the request was not filed timely. If the Medicare health plan denies an enrollee's request for a good cause extension, the enrollee may file a grievance with the Medicare health plan. *In addition, if the Medicare health plan denies a good cause extension request then the plan should forward the case to the independent review entity with a request for dismissal.*

### **70.4 - *Withdrawal of Request for Reconsideration***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

The party who files a request for reconsideration may withdraw the request at any time before a decision is mailed by writing to the Medicare health plan.

If a written withdrawal request is received by a Medicare health plan before the organization has *mailed* its reconsideration decision, then the organization may withdraw the appeal. However, if the withdrawal request is received after the Medicare health plan has forwarded a reconsideration case to the independent review entity (IRE), then the organization must forward the withdrawal request to the IRE for processing

## **70.6 - Who Must Reconsider an Adverse Organization Determination** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The Medicare health plan must designate someone other than the person involved in making the initial organization determination when reviewing a reconsideration. If the original denial was based on a lack of medical necessity, then the reconsideration must be performed by a physician with expertise in the field of medicine that is appropriate for the services at issue.

**NOTE:** The *physician or other health care professional* must *remember to* apply the prudent layperson standard (*as described in 42 CFR 422.113(b)(1)*) when making reconsiderations *regarding emergency services*.

### **70.7.1 - Standard Reconsideration of a *Pre-Service* Request** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Upon reconsideration of an adverse organization determination, the Medicare health plan must *issue* its reconsidered determination (*i.e., make and place in the mail*) as expeditiously as the enrollee's health condition requires. This must be no later than 30 calendar days from the date the Medicare health plan receives the request for a standard reconsideration. The time frame will be extended by up to 14 calendar days by the Medicare health plan if the enrollee requests the extension or also may be extended by up to 14 calendar days if the organization justifies a need for additional information and documents how the delay is in the interest of the enrollee. When the Medicare health plan extends the time frame, it must notify the enrollee in writing of the reasons for the delay, and inform the enrollee of the right to file an expedited grievance if he or she disagrees with the Medicare health plan's decision to grant itself an extension. When extensions are used, the organization must issue and effectuate its determination as expeditiously as the enrollee's health condition requires, but no later than upon the expiration date of the extension.

Occasionally, the Medicare health plan may not have complete documentation for a reconsideration request. The organization must make reasonable and diligent efforts to obtain all necessary medical records and other pertinent information within the required time limits. If the Medicare health plan cannot obtain all relevant documentation, it must make the decision based on the material available.

### **70.7.2 - *Adverse Plan Reconsideration Determination*** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

If the Medicare health plan makes a reconsidered determination that affirms in whole or in part, its adverse organization determination, it must prepare a written explanation and send the complete case file to the independent review entity contracted by CMS. This must be completed as expeditiously as the enrollee's health condition requires, but no later than 30 calendar days from the date the Medicare health plan receives the request for a standard reconsideration, or no later than the end of any extension. The Medicare health plan must make reasonable and diligent efforts to gather and forward all pertinent information to the independent review entity. The Medicare health plan must also notify the enrollee that the case has been forwarded to the independent review entity.

If CMS determines that the Medicare health plan has a pattern of not making a reasonable and diligent effort to gather and forward information to the independent review entity, the Medicare health plan will be considered to be in breach of its Medicare contract.

### ***70.7.3 - Standard Reconsideration of a Request for Payment (Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

If upon reconsideration the Medicare health plan overturns its adverse organization determination denying an enrollee's request for payment, then the Medicare health plan must issue its reconsidered determination and send payment for the service to the enrollee. This must be mailed no later than 60 calendar days from the date it received the request for a standard reconsideration.

If the Medicare health plan affirms, in whole or in part, its adverse organization determination (i.e., continues to deny payment in whole or in part), it must prepare a written explanation and send the complete case file to the independent review entity contracted by CMS. This must be completed no later than 60 calendar days from the date it receives the request for a standard reconsideration. The Medicare health plan must make reasonable and diligent efforts to gather and forward information to the independent review entity. The Medicare health plan must also notify the enrollee that the case has been forwarded to the independent review entity. If CMS determines that the Medicare health plan has a pattern of not making a reasonable and diligent effort to gather and forward information to the independent review entity, the Medicare health plan will be considered to be in breach of its Medicare contract.

### **80.1 - How the Medicare Health Plan Processes Requests for Expedited Reconsiderations**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

The *Medicare health* plan must establish and maintain procedures for expediting reconsiderations. These include establishing an efficient and convenient method for individuals to submit oral or written requests for expedited appeals, documenting oral requests, and maintaining the documentation in the case file. The Medicare health plan must designate an office and/or department to receive both oral or written requests and a

telephone number for oral requests, and may include a facsimile number to facilitate receipt of requests for expedited appeals. The Medicare health plan must promptly decide whether to expedite or follow the time frame for standard reconsiderations.

If a Medicare health plan denies a request for an expedited reconsideration, it must automatically transfer the request to the standard reconsideration process and then make its determination as expeditiously as the enrollee's health condition requires, but no later than within 30 calendar days from the date the Medicare health plan received the request for expedited reconsideration. The Medicare health plan must also provide the enrollee with prompt oral notice of the denial of the request for reconsideration and the enrollee's rights, and subsequently mail to the enrollee within 3 calendar days of the oral notification, a written letter that:

- Explains that the Medicare health plan will automatically transfer and process the request using the 30-day time frame for standard reconsiderations;
- Informs the enrollee of the right to file an expedited grievance if he or she disagrees with the organization's decision not to expedite the reconsideration;
- Informs the enrollee of the right to resubmit a request for an expedited reconsideration and that if the enrollee gets any physician's support indicating that applying the standard time frame for making a determination could seriously jeopardize the enrollee's life, health or ability to regain maximum function, the request will be expedited automatically; and
- Provides instructions about the grievance process and its time frames.

If the Medicare health plan approves a request for an expedited reconsideration, then it must complete the expedited reconsideration and give the enrollee (and the physician involved, as appropriate) notice of its reconsideration as expeditiously as the enrollee's health condition requires, but no later than 72 hours after receiving the request. While the Medicare health plan may notify the enrollee orally or in writing, the enrollee must be notified within the 72 hour time frame. Mailing the notice within 72 hours in and of itself is insufficient. The enrollee must receive the notice within 72 hours. If the *Medicare health* plan first notifies the enrollee orally of a completely favorable expedited reconsideration, it must mail written confirmation to the enrollee within 3 calendar days. When the reconsideration is adverse the *Medicare health* plan must mail written confirmation of its reconsideration within 3 calendar days after providing oral notification, if applicable.

If the request is made or supported by a physician, the Medicare health plan must grant the expedited reconsideration request if the physician indicates (the physician does not have to use this exact language in his or her oral or written request or support of the request) that the life or health of the enrollee, or the enrollee's ability to regain maximum function could be seriously jeopardized by applying the standard time frame in the

processing of the reconsideration request. For an enrollee request not supported by a physician, the Medicare health plan must determine whether the life or health of the enrollee, or the enrollee's ability to regain maximum function, could be seriously jeopardized by applying the standard time frame in the processing of the reconsideration request.

The 72-hour time frame must be extended by up to 14 calendar days if the enrollee requests the extension. The time frame also may be extended by up to 14 calendar days if the Medicare health plan justifies a need for additional information and documents how the extension is in the interest of the enrollee, e.g., the receipt of additional medical evidence from a *non-contract* provider may change a Medicare health plan's decision to deny. When the Medicare health plan extends the time frame, it must notify the enrollee in writing of the reasons for the extension, and inform the enrollee of the right to file an expedited grievance if he or she disagrees with the Medicare health plan's decision to grant an extension. The Medicare health plan must notify the enrollee of its determination as expeditiously as the enrollee's health condition requires, but no later than the last day of the extension.

If the Medicare health plan requires medical information from *non-contract* providers, the Medicare health plan must request the necessary information from the *non-contract* provider within 24 hours of the initial request for an expedited reconsideration. *Non-contract* providers must make reasonable and diligent efforts to expeditiously gather and forward all necessary information to assist the Medicare health plan in meeting the required time frame. Regardless of whether the Medicare health plan must request information from *non-contract* providers, the Medicare health plan is responsible for meeting the same time frame and notice requirements as it does with *contract* providers.

If an enrollee misses the noon deadline to file for immediate QIO review of an inpatient hospital discharge, then the enrollee may request an expedited reconsideration with the Medicare health plan. While a Medicare health plan uses discretion as to whether to expedite a request, the Medicare health plan is encouraged to automatically expedite all requests to appeal inpatient hospital discharges. Additionally, the Medicare health plan is encouraged to automatically expedite all requests to appeal skilled nursing facility (SNF), home health (HHA) and Comprehensive Outpatient Rehabilitation Facility (CORF), and physical therapy reductions, discontinuations and terminations.

## **80.5 - Preparing the Case File for the Independent Review Entity** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Give each file a separate folder, labeled with the member's name and Health Insurance Claim (HIC) number.

The actual case file will contain:

- An Appeal Transmittal Cover Sheet on top of the case file, so that the independent review entity can clearly differentiate new cases from other incoming materials;
- Reconsideration Background Data Form, which is a standard data collection document with supplementary narrative description and attachments;
- Case Narrative;
- *Copy of Organization Determination Notices (e.g. NDP, NDMC);*
- *Copy of the reconsideration request;*
- *Copy of information used to make the Medicare health plan internal reconsideration decision, including supporting documentation such as medical records; and*
- *A complete copy of the relevant Evidence of Coverage on a CD.*

Medicare health plans should refer to the most current version of the Independent Review Entity's Reconsideration Process Manual for information concerning the Appeal Transmittal Cover Sheet and the Reconsideration Background Data Form. **Medicare health plans are expected to fully complete all appropriate sections of the Reconsideration Background Data Form in support of CMS' appeals data collection activities.**

### **90.1 - Storage of Appeal Case Files by the Independent Review Entity** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The CMS independent review entity is responsible for maintaining reconsideration case files in accordance with the CMS Records Management Program. Generally the independent review entity stores the appeal case files for a period of 7 years from the end of the calendar year in which final action is taken. The inventory of case files includes reconsiderations processed by the independent review entity that are not appealed further, and IRE reconsiderations that are appealed to an ALJ or the MAC and subsequently returned to the independent review entity from these higher level adjudicators.*

*The independent review entity is not responsible for storing appeal case files that involve QIO reconsiderations, including those QIO reconsiderations that are subject to review by higher level adjudication (e.g., ALJ, MAC).*

### **90.2 - QIO *Fast-Track Appeals* of Coverage Terminations in Certain Provider Settings (SNF, HHA, and CORF)** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

**NOTE:** Unlike cost plans, *Health Care Prepayment Plans (HCPPs)* are not regulated by the rules contained in 42 CFR 422.624-626, §§90.2-90.10. HCPP enrollees follow the original Medicare expedited review process contained in [42 CFR Part 405, Subpart J](#).

- *Although much of the guidance in this document primarily affects SNFs, CORFs, and HHAs, it is important for Medicare health plans to know these rules as they confer rights to plan enrollees and affect contracted SNFs, CORFs, and HHAs. Some technical rules, primarily involving SNFs, CORFs, and HHA notice requirements, have been purposefully omitted from these rules. Those rules omitted from this chapter are located in Chapter 30 of the Medicare Claims Processing Manual. While there are a few differences (most notably being a hospital's possible delivery of a follow-up copy of the Important Message from Medicare), the fast-track appeal notice requirements and process are similar to the immediate review process presently required for the inpatient hospital setting.*

*Medicare health plan enrollees have the right to a fast-track appeal when they disagree their covered skilled nursing facility (SNF), home health agency (HHA), or comprehensive outpatient rehabilitation facility (CORF) services should end. CMS contracts with Quality Improvement Organizations (QIOs) to conduct fast-track appeals.*

When a Medicare health plan has approved coverage (which includes a plan or plan provider directing an enrollee to seek care from a *non-contract* provider/facility) of an enrollee's admission to a SNF, or coverage of HHA or CORF services, the enrollee must receive a Notice of Medicare Non-Coverage (NOMNC) at least *two* days in advance of the *proposed* service *termination date*. Note that where a representative assumes responsibility for decision-making on the enrollee's behalf, *Medicare* health plans must ensure the representative receives all required notifications; *additionally*, plans may provide a copy of such communications to the enrollee.

The right to a *fast-track appeal* derives from the Grijalva lawsuit, and was established in regulations in a Final Rule published on April 4, 2003 (68 FR 16,652). If *an* enrollee *disagrees* covered services should end, the enrollee may request *a fast-track appeal by following the instructions described on the NOMNC*.

*On the day the QIO notifies the enrollee's plan of the enrollee's fast-track appeal, the plan must furnish a Detailed Explanation of Non-coverage (DENC) explaining why services are no longer covered.*

The review process generally will be completed within less than 48 hours of the enrollee's request for a review. The notification and appeal procedures distribute responsibilities among four parties:

- The Medicare health plan is responsible for determining the *enrollee's coverage termination* date and providing a detailed explanation of termination of services *as described in section 90.7 of this chapter*. Medicare health plans must

coordinate with SNFs, HHAs, or CORFs by providing the termination date as early in the day as possible to allow for timely delivery of the NOMNC. (Medicare health plans may choose to delegate *such* responsibilities to their *contract* providers, or make arrangements with *non-contract* providers if the Medicare health plan is responsible for the enrollee utilizing the *non-contract* provider. *Note: The Medicare health plan ultimately is responsible and liable for the provider's decisions*);

- The provider is responsible for delivering the NOMNC no later than *two* days before an enrollee's covered services end;
- The enrollee is responsible for contacting the QIO (within the specified timelines) if he or she wishes to obtain *a fast-track appeal*;
- The QIO is responsible for immediately contacting the Medicare health plan and the provider if an enrollee requests *a fast-track appeal* and for making a decision on the case by no later than close of business the day after the QIO receives the information necessary to make the decision; and
- For purposes of the *fast-track appeal* process, *a QIO* may receive and review records from a provider or Medicare health plan. Medicare health plans must comply with such requests for information by the QIO.

Please note that since QIOs must be available both to receive and respond to an enrollee's appeal request at all times, *Medicare health* plans may need to make arrangements to provide a response to QIO requests for records as well as a detailed notice (*the Detailed Explanation of Non-Coverage – DENC*) to the enrollee, *explaining their services are coming to an end*. However, *Medicare health* plans that receive a request for records due to an early appeal request from an enrollee (i.e., prior to *two* days before services end) have until close of business the day before the effective date that Medicare coverage ends to provide the records to the QIO.

### **90.3 - Notice of Medicare Non-Coverage (NOMNC)**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The NOMNC is an OMB-approved standardized notice designed to inform Medicare enrollees, *in writing*, that *the enrollee's Medicare health plan and/or provider have decided to terminate* their covered SNF, HHA, or CORF care. (See Appendix 8.) The NOMNC meets the notice requirements set forth at [42 CFR 422.624\(b\)\(2\)](#).

All enrollees receiving covered SNF, HHA or CORF services must receive a NOMNC *prior to such* termination of services, even if they agree that services should end. The notice may be delivered earlier, but must be delivered no later than two days prior to the proposed termination of services, *except in rare circumstances for HHAs*.

*In general, early delivery of the NOMNC is in the provider's and Medicare health plan's best interest since enrollees who file a timely appeal cannot be liable for any services until after receiving an unfavorable decision. However, CMS recognizes in certain situations HHAs may not be able to conform to this expectation. For example, a home health provider visits an enrollee's home for a regularly scheduled service, and recognizes the enrollee is no longer homebound, which is a requirement for coverage of the Medicare home health benefit. If the original course of treatment needs to be modified because coverage should immediately end, the NOMNC cannot be delivered two days prior to the end of Medicare coverage. In such cases, the home health provider should deliver the NOMNC immediately since coverage has ended, making that day the date on the NOMNC. However, if delivery that day is not possible, the NOMNC must be delivered as soon as possible in person (unless it involves delivery to a representative where the HHA and Medicare health plan would follow the rules set forth in section 10.4.3).*

Although Medicare health plans are responsible for either making or delegating the decision to end services, SNFs, HHAs, and CORFs are responsible for delivering the notices to enrollees. A provider may formally delegate to an agent the delivery of the NOMNC under the following conditions:

- The agent must agree in writing that it will deliver the notice on behalf of the provider;
- The agent must adhere to all preparation, timing and valid delivery requirements for the notice as described in §§90.4 and 90.5 of this chapter as applicable; and
- The provider remains ultimately responsible for the valid delivery of the NOMNC. (See §90.4.)

Providers (or agents) that deliver the NOMNC must insert the following patient-specific information:

- The enrollee's name;
- The date coverage of services ends.

The notice must also identify and provide the telephone number of the appropriate QIO. All other required elements of the notice are included in the standardized material on the notice. The provider (*or agent*) also has the option to include additional information in the space provided on the notice. Note that completion of this section of the standardized notice is optional, and does not substitute for delivery of a Detailed Explanation of Non-Coverage (DENC) which is required when an enrollee invokes his or her appeal rights.

The NOMNC is not to be used when a Medicare health plan determines an enrollee's services should end based on the exhaustion of Medicare benefits (such as the 100-day

SNF limit), when a single service ends *while* the skilled stay *continues*, or when an admission to SNF, home health or CORF services is not covered. Instead, Medicare health plans must issue the Notice of Denial of Medical Coverage (NDMC) in these cases (see Appendix 1).

The following examples illustrate typical *fast-track* appeal scenarios.

## **FAST-TRACK APPEAL SCENARIOS**

### **Scenario 1**

On May 25th Mary Jane Anderson is admitted to a SNF for an infection after surgery. On June 2nd, the Medicare health plan *informs* the SNF that Anderson no longer needs care and notifies the SNF to deliver a *NOMNC* to Anderson *stating* that *her last full day of coverage (effective date of coverage termination) is* June 4th. Anderson decides to appeal.

May 25th	June 2nd	June 3rd	June 4th	June 5th
Anderson is admitted to the SNF.	<b>NOMNC</b> Distribution Date Anderson receives <b>NOMNC</b> <i>indicating</i> that her <i>last covered day</i> is June 4th.	Anderson must file an appeal with the QIO by noon.	<b>NOMNC</b> Effective Date If Anderson appealed, she should receive a decision from the QIO by COB.	If Anderson lost the appeal, she is liable for <i>her stay</i> starting today <i>if she does not leave</i> .
	The provider delivers a <b>NOMNC</b> .	<i>If Anderson appeals to the QIO, the QIO notifies the plan of the enrollee's appeal. The plan provides the <b>DENC</b> to the enrollee by COB of the day of the QIO's notification. The QIO notifies the plan to provide medical records and a copy of the <b>DENC</b> to the QIO by COB of the day of notification.</i>	The QIO makes its decision by COB or one day after it has received the information it needs to decide the case. The decision will overturn, uphold, or determine a new <i>termination</i> date.	<i>If Anderson is discharged on the 5th, she likely will incur no additional liability.</i>  If Anderson won her appeal, the <b>plan is liable for her stay</b> .

## Scenario 2

On May 25th, Mary Jane Anderson is preauthorized to receive care from an HHA. On June 2nd, the Medicare health plan decides Anderson is well enough to stop receiving services. The Medicare health plan notifies the HHA to deliver a **NOMNC** to Anderson *stating her last full day of coverage (effective date of coverage termination) is* on June 4th. Anderson decides to appeal.

May 25 <sup>th</sup>	June 2nd	June 3rd	June 4th	June 5th
Anderson is beginning a preauthorized course of care.	<p><b><i>NOMNC</i></b>  <b>Distribution Date</b>            Anderson receives a <b><i>NOMNC</i></b>.            The effective date <i>of the NOMNC</i> is June 4th.</p>	Anderson must file an appeal with the QIO by noon.	<p><b><i>NOMNC</i></b>  <b>Effective Date</b>            If Anderson appealed, she should receive a decision from the QIO by COB</p>	If Anderson lost the appeal, and continues getting care, <b>she is liable for care starting today.</b>
	The provider delivers <i>the NOMNC</i>	<p><i>If Anderson appeals to the QIO, the QIO notifies the plan of the enrollee's appeal. The plan provides the <b>DENC</b> to the enrollee by COB of the day of the notification. Additionally, the QIO notifies the plan to provide medical records and a copy of the <b>DENC</b> to the enrollee by COB of the day of notification.</i></p>	<p>The QIO makes its decision by COB or one day after it has received the information it needs to decide the case. The decision will overturn, uphold or determine a new termination date. If Anderson receives no services after this date, <b>she has no liability.</b></p>	If Anderson won her appeal, the <b>plan is liable</b> , and would have to issue a new <b><i>NOMNC</i></b> , or abide by the <b><i>termination</i></b> date stipulated by the QIO.

**This scenario can apply to either an HHA or CORF.**

### **90.4 - Meaning of Valid Delivery**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

Valid delivery generally means the enrollee must be able to sign the NOMNC to acknowledge receipt of the form. The enrollee must be able to understand that he or she may appeal the termination decision. Valid delivery does not preclude the use of assistive devices, witnesses, or interpreters for notice delivery. Thus, if an enrollee is able to comprehend the notice, but either is physically unable to sign it, or needs the assistance of an interpreter to translate it or an assistive device to read or sign it, valid delivery may be achieved by documenting the use of such assistance. Furthermore, if the enrollee refuses to sign the notice, the notice is still valid as long as the provider documents that the notice was given, but the enrollee refused to sign.

Except in rare circumstances, CMS believes valid delivery is best accomplished by face-to-face contact with the enrollee. However, if the enrollee is not able to comprehend the contents of the notice, it must be delivered to and signed by the enrollee's representative. If a representative is not available to receive and sign the notice in person, the procedures set forth in §10.4.3 are applicable. Occasionally, circumstances may prevent physical delivery of the NOMNC to an enrollee or the representative creating the need to use an alternate delivery method. In these cases, the provider must document the reason for employing this alternative. QIOs will review the documentation provided to assess whether delivery was appropriate.

Valid delivery also requires delivery of an OMB approved notice consistent with the standardized OMB-approved original notice format or form instructions *accompanying the notice* (see Appendix 8) *and* these manual instructions.

In general, notices are valid when all patient specific information required by the notice is included, and any non-conformance is minor i.e., it does not change the meaning of the notice or the ability to request an appeal. For example, misspelling the word "health" is a minor non-conformance that would not invalidate the notice. However, a transposed phone number on the notice would not be considered a minor non-conformance since the enrollee would not be able to contact the QIO and/or the *Medicare* health plan to file an appeal. Such errors are to be reported to the regional office plan manager. The plan manager may assist the plan in correcting the error, determining what corrective action may be required, and re-approving any subsequent variations of the NOMNC or DENC. *Medicare health plans are not permitted to omit any standardized language on the NOMNC.*

## **90.5 - When to Issue the Notice of Medicare Non-Coverage (NOMNC)** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Consistent with [42 CFR 422.624\(b\)\(1\)](#), providers must distribute the NOMNC at least *two* days prior to the enrollee's CORF or HHA services ending *and two days prior to termination of SNF services (last covered day)*. To correctly count the two days, consider the examples provided as part of the *Fast-Track Appeal Scenarios referenced under section 90.3 of this chapter*.

If the enrollee's services are expected to be fewer than two days in duration, the SNF, HHA or CORF must provide the NOMNC to the enrollee at the time of admission. If *an enrollee is* in a non-residential setting, and the span of time between services exceeds two days, the provider may deliver the notice at the next to last time that services are furnished. This will prevent a non-residential provider from having to make an additional trip to deliver the notice to the enrollee.

Although the regulations do not require action until *two* days before the planned termination of covered services, a provider may deliver the notice earlier if the date that coverage will end (that is, the "effective date" of the notice) can be identified. Medicare health plans and providers are encouraged to work together so that the NOMNC can be delivered as soon as the service termination date is known. Delivery of the NOMNC by the provider as soon as it knows when the Medicare health plan will terminate coverage will allow the enrollee more time to determine whether he or she wishes to appeal, and may permit more time for providers and Medicare health plans to furnish any needed records. Coordination between the Medicare health plan and provider that results in earlier notice delivery can minimize potential liability for either the enrollee or the Medicare health plan, depending on the QIO's decision.

In some cases, permitting flexibility in the timing of notice delivery may result in an early, and possibly premature, enrollee request for a QIO review. In these situations, the QIO must immediately notify the Medicare health plan of the appeal request, but all parties will need to exercise judgment in determining when it makes sense for the Medicare health plan and/or provider to furnish any needed medical records or other documentation to the QIO. Although a Medicare health plan should provide the enrollee (and the QIO) with a detailed notice as soon as it learns of the appeal request, it may be appropriate to delay providing the enrollee's medical records until shortly before the planned coverage termination, when the record is presumably complete enough to permit an informed QIO determination. Nevertheless, the overall deadline for record provision remains close of business of the day before the planned termination.

*If there is a change in a member's condition after the NOMNC is issued and before a member requests an appeal, the Medicare health plan should inform the enrollee that the NOMNC is being amended and/or reissued. The provider must inform the enrollee of the new effective date coverage will end, at least two days prior to the enrollee's covered services ending, either through delivery of a new or amended NOMNC. The new or amended NOMNC should be placed in the enrollee's medical file.*

*If there is a change in a member's condition after the NOMNC is issued and after a fast-track appeal was requested, both the Medicare health plan and the provider should consider the change in the member's condition. The Medicare health plan should inform the provider of any change in the prior coverage/termination decision based on the new information. The information from the Medicare health plan may lead the QIO to make an independent assessment and/or to advise the enrollee that the case is moot (if, for example, the Medicare health plan decides it no longer should terminate services).*

## **90.6 - Detailed Explanation of Non-Coverage (DENC)**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The DENC is a standardized written notice that provides specific, and detailed information to Medicare enrollees concerning why their SNF, HHA, or CORF services are ending (see Appendix 9). The DENC meets the notice requirements set forth in [42 CFR 422.626\(e\)\(1\)](#). The Medicare health plan (or the provider by delegation) must issue the DENC to the enrollee (with a copy provided to the QIO) whenever an enrollee appeals a termination decision about their SNF, HHA or CORF services.

The DENC must include the following:

- A specific and detailed explanation why services are either no longer reasonable and necessary or otherwise no longer covered;
- A description of any applicable Medicare coverage rule, instruction or other Medicare policy, including citations to the applicable Medicare policy rules or information about how the enrollee may obtain a copy of the Medicare policy from the Medicare health plan;
- Any applicable Medicare health plan policy, contract provision, or rationale upon which the termination decision was based; and
- Facts specific to the enrollee and relevant to the *termination decision* that are sufficient to advise the enrollee of the applicability of the coverage rule or policy to the enrollee's case.

## **90.7 - When to Issue the Detailed Explanation of Non-Coverage**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Medicare health plans (or providers by delegation) must issue the DENC to enrollees and provide a copy to the QIO no later than close of business (typically 4:30 P.M.) *of* the day the QIO *notifies the Medicare health plan* that the enrollee requested an appeal.

The intent of the requirement that the enrollee receive the DENC is to make sure enrollees who choose to contest a service termination or discharge are made aware of the reason for the coverage termination and have an opportunity to present their views to the QIO. Additionally, QIOs rely on the DENC to obtain the rationale for the termination decision, and any accompanying information regarding managed care coverage policies or Medicare rules that informed the managed care determination. Thus, the Medicare health plan should deliver the DENC to the enrollee and QIO expeditiously.

To ensure the delivery of the DENC is timely, Medicare health plans *are permitted to use* personal delivery or courier service. If an enrollee is receiving non-residential services

and requests that the Medicare health plan provide the DENC through *secure* e-mail or facsimile, then the Medicare health plan should document and accommodate the request. The Medicare health plan may deliver the DENC to the QIO via personal delivery, courier service, secure e-mail or facsimile, *but should work with the QIO to determine how best to transmit the DENC*. Using this information, the QIO can make sure the enrollee is aware of the rationale for the coverage termination decision, and has an opportunity to dispute the decision, in the course of soliciting the enrollee's views.

*As described under §90.5*, the regulations and accompanying CMS instructions for the fast-track appeals process do not prohibit distribution of a NOMNC by the provider and Medicare health plan earlier than *two* days before the planned termination of covered services. Thus, a Medicare health plan and its providers may choose to deliver the advance termination notice to enrollees as soon as it is determined coverage will be terminated.

We strongly encourage providers to structure their notice delivery and discharge patterns to make the process work as smoothly as possible. For example, SNF providers may want to consider how they can assist enrollees who wish to be discharged in the evening or on weekends in the event they lose their appeal and do not want to incur financial liability. Tasks such as ensuring that arrangements for follow-up care are in place, scheduling equipment to be delivered (if needed), and writing orders or instructions can be done in advance, facilitating a faster, simpler discharge.

## **90.8 - Enrollee Procedures to Request Fast-Track Review of Provider Service Terminations**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

An enrollee receiving services in a SNF, HHA, or CORF, who wishes to obtain an independent appeal of the Medicare health plan's termination decision that such care is no longer medically necessary, must submit a timely request for a fast-track review to the *appropriate* QIO. A timely request is one in which an enrollee requests an appeal from the QIO either by noon of the day following receipt of the NOMNC; or, where an enrollee receives the NOMNC more than two days prior to the date coverage is expected to end, an enrollee requests an appeal with the QIO no later than noon of the day before coverage ends (that is, the "effective date" of the notice).

An enrollee should not incur financial liability if the QIO reverses the Medicare health plan's termination decision, or if the enrollee stops receiving care no later than the effective date inserted on the enrollee's NOMNC.

### ***90.8.1- Effect of a QIO Fast-Track Determination***

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The QIO determination is binding on the enrollee, the physician, and hospital except in the following circumstances:*

**Right to pursue a reconsideration.** *If the enrollee is dissatisfied with the determination and is still a resident in a Skilled Nursing Facility or requesting continued home health or comprehensive outpatient rehabilitation facility services, he or she may request a reconsideration according to the procedures described in section 90.9 of this Chapter.*

**Right to pursue the Medicare health plan appeal process.** *If the enrollee is no longer a resident in a Skilled Nursing Facility and/or is only seeking reimbursement for out-of-pocket expenses, and is dissatisfied with this determination, the determination is subject to the Medicare health plan appeal process beginning in section 70 of this Chapter.*

## **90.9 - Fast-Track Reconsiderations for Medicare Health Plan Enrollees** (Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*An enrollee who is dissatisfied with a QIO determination has further appeal rights as described in this section.*

### **90.9.1 - The Role of the Enrollee and Liability**

(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*Submitting a Request: If the QIO upholds a Medicare health plan's decision to terminate services in whole or in part, the enrollee may request, no later than 60 days after notification that the QIO has upheld the decision, that the QIO reconsider its original decision.*

### **90.9.2 - The Responsibilities of the QIO**

(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*The QIO must issue its reconsidered determination as expeditiously as the enrollee's health condition requires but no later than 14 days of receipt of the enrollee's request for a reconsideration.*

### **90.9.3 - If the QIO Reaffirms its Decision**

(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*If the QIO reaffirms its decision, in whole or in part, the enrollee may appeal the QIO's reconsidered determination to an ALJ, the MAC, or a federal court, as provided for beginning in section 100 of this Chapter. If on reconsideration the QIO determines that coverage of provider services should terminate on a given date, the enrollee is liable for the costs of continued services after that date unless the QIO's decision is reversed on appeal.*

### **90.9.4 - If the QIO's Decision is Reversed**

(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*If the QIO's decision is reversed on appeal (by the QIO, ALJ, MAC or a federal court), the Medicare health plan must reimburse the enrollee, consistent with the appealed decision, for the costs of any covered services for which the enrollee has already paid the Medicare health plan or provider.*

### **90.10 - Handling Misdirected Records**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*The fast-track review process complements the existing independent review process for other types of appeals. Therefore, Medicare health plans and providers must be prepared to re-submit materials if they are inadvertently sent to the wrong review entity. If a QIO or the independent review entity (IRE) that processes reconsiderations receives a request for a fast-track review after the review deadline, it must notify the Medicare health plan by telephone, so that the applicable appeals process can continue expeditiously. Neither QIOs nor the IRE will be responsible for forwarding misdirected records to the appropriate office, so Medicare health plans must be prepared to resubmit the requested information to the correct office, and/or contact the enrollee to initiate an expedited appeal if the enrollee is filing an untimely fast-track appeal.*

*An enrollee who fails to request an immediate fast-track QIO review in accordance with these requirements may still file a request for an expedited reconsideration with the Medicare health plan under the provisions in §80 of this chapter. The Medicare health plan is encouraged to accommodate such requests for an expedited reconsideration.*

### **90.11 - QIO Authority to Request Enrollee Records**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*On occasion, an individual who claims to be an enrollee's representative requests a fast-track review lacking proper representative documentation. In that case, a QIO, when operating as an independent review entity under contract with CMS, must be allowed, as permitted under the payment definition in HIPAA (see [45 CFR 164.501](#)), to receive, and review an enrollee's records from a provider or Medicare health plan regardless of whether the records include a representative's form or statement to the Medicare health plan. However, plans and QIOs may only release protected health information to individuals in accordance with applicable HIPAA requirements, such as to representatives who have provided the proper representation documents.*

### **100.2 - Determination of Amount in Controversy**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

Beginning in January 2005, the amount in controversy (AIC) requirement for an ALJ hearing will increase by the percentage increase in the medical care component of the consumer price index for all urban consumers (U.S. city average) for July 2003 to the July preceding the year involved. Any amount that is not a multiple of \$10 will be rounded to the nearest multiple of \$10.

For **2012**, the AIC threshold for an ALJ hearing is **\$130**.\*

\*This amount is *calculated annually and published in the Federal Register prior to the end of each calendar year*. Thus, revisions will be posted in the manual updates following *the annual publication* of the AIC.

The ALJ determines whether the amount remaining in controversy (for both Part A and Part B services) meets the appropriate threshold. For cases involving denied services, the projected value of the services is used to determine whether the amount in controversy is met. For cases involving optional or supplemental benefits, but not employer-sponsored benefits limited to employer group members, the projected value of those benefits is used to determine whether the amount in controversy is met. The Medicare health plan is expected to cooperate with the ALJ and assist in the computation of the amount in controversy. The hearing may be conducted on more than one claim at a time; i.e., the enrollee may have several claims involving several issues. The enrollee may combine claims to meet the threshold requirement, if the following elements are met:

- The claims must belong to the same beneficiary;
- The claims must each have received a determination through the independent review entity reconsideration process;
- The 60-day filing time limit must be met for all claims involved; and
- The hearing request must identify all claims.

The ALJ dismisses cases where the appropriate amount in controversy is not met. If, after a hearing is initiated, the ALJ finds that the amount in controversy is not met, he/she discontinues the hearing and does not rule on the substantive issues raised in the appeal. Any party may request review of the dismissal of a hearing through the Medicare Appeals Council (MAC) review.

## **110 - Medicare Appeals Council (MAC) Review**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

Any party dissatisfied with the ALJ hearing decision (including the Medicare health plan) may request that the MAC review the ALJ's decision or dismissal. Regulations located at [42 CFR Part 405](#) regarding Appeals Council Review apply to MAC review for matters addressed in this chapter, to the extent they are appropriate.

The MAC *conducts a de novo review and* may either issue a final decision or dismissal, or remand the case to the ALJ with instructions on how to proceed with the case.

### **110.1 - Filing a Request for *Medicare Appeals Council (MAC) Review*** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

A request for a MAC review must be filed by writing a letter to the MAC. A request should be submitted directly to the MAC at the following address:

Department of Health and Human Services  
Departmental Appeals Board, MS 6127  
Medicare Appeals Council  
330 Independence Avenue, S.W.  
Cohen Building, Room G-644  
Washington, DC 20201

*The request for review must identify the parts of the ALJ action with which the party requesting review disagrees and explain why he or she disagrees with the ALJ's decision, dismissal, or other action being appealed. If a Medicare health plan decides to request a MAC review, the organization must concurrently notify the enrollee of this action by sending a copy of the request, as well as accompanying documents that the organization submits to the MAC. If an enrollee decides to request a MAC review, the enrollee should notify the organization by sending a copy of the request, as well as accompanying documents that the enrollee submits to the MAC.*

### **110.2 - Time Limit for Filing a Request for *Medicare Appeals Council (MAC) Review*** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The request for a MAC review must be filed within 60 days of the date of receipt of the ALJ hearing decision or dismissal. The MAC assumes the ALJ decision was received within 5 days of the date of the decision, unless evidence indicates otherwise. The MAC may grant an extension of the request for a review if the party can show "good cause" for missing the deadline. (See [42 CFR 405.1102\(b\)\(3\)](#), [405.942\(b\)\(2\)](#) and [\(3\)](#) for the standards applicable for determining "good cause.")

### **110.3 – *Medicare Appeals Council (MAC) Review Procedures*** *(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The MAC will:*

- limit its review of the ALJ's action to the exceptions raised by the party in the request for review, unless the appellant is an unrepresented beneficiary;*
- review the administrative record and make a decision or remand the case to an ALJ;*
- adopt, modify, or reverse an ALJ hearing decision or recommended decision;*

- *dismiss a request for hearing for any reason for which the ALJ could have dismissed the request;*
- *dismiss the request for review;*
- *deny review of an ALJ dismissal or vacate the dismissal and remand the case to the ALJ for further proceedings.*

*A copy of the MAC's decision will be mailed to the parties at their last known address.*

## **120 - Judicial Review**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

Any party, including the Medicare health plan (upon notifying all the other parties), may request judicial review of an ALJ's decision if:

- The MAC adopted, modified, or reversed the ALJ decision; and
- The amount in controversy meets the appropriate threshold.

For *2012*, the AIC threshold required for judicial review is *\$1,350.\**

*\*This amount is calculated annually and published in the Federal Register prior to the end of each calendar year. Thus, revisions will be posted in the manual updates following the annual publication of the AIC.*

The enrollee may combine claims to meet the amount in controversy requirement. To meet the requirement:

- All claims must belong to the same enrollee;
- The MAC must have acted on all the claims;
- The enrollee must meet the 60-day filing time limit for all claims; and
- The requests must identify all claims.

A party may not obtain judicial review unless the MAC has acted on the case - either in response to a request for review or on its own motion.

### **120.1 - Requesting Judicial Review**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

A party must file a civil action in a district court of the United States in accordance with procedures outlined in [42 CFR 422.612 and 405.1136](#) *except that escalation does not apply*. The action should be initiated in the judicial district in which the enrollee lives or where the Medicare health plan has its principal place of business. If neither the organization nor the member is in such judicial district, the action should be filed in the United States district court for the District of Columbia.

### **130 - Reopening and Revising Determinations and Decisions**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

A reopening is a remedial action taken to change a final determination or decision even though the determination or decision was correct based on the evidence of record. That action may be taken by:

- A Medicare health plan to revise the organization determination or reconsideration;
- An IRE to revise the reconsidered determination;
- An ALJ to revise the hearing decision; or
- The MAC to revise the hearing or review decision.

*A* Medicare health plan must process clerical errors (which include minor errors and omissions) as reopenings, instead of reconsiderations. If the organization receives a request for reopening and disagrees that the issue is a clerical error, the organization must dismiss the reopening request and advise the party of any appeal rights, provided the time frame to request an appeal on the original denial has not expired. For purposes of this section, clerical error includes human and mechanical errors on the part of the party or the Medicare health plan, such as:

- Mathematical or computational mistakes;
- Inaccurate data entry; or
- Denials of claims as duplicates.

When a party has filed a valid request for an appeal of an organization determination, reconsideration, ALJ hearing, or MAC review, no adjudicator has jurisdiction to reopen an issue *that is under appeal* until all appeal rights *at the particular appeal level* are exhausted (except for clerical errors, as described above). Once the appeal rights have been exhausted, the Medicare health plan, IRE, ALJ, or MAC may reopen as set forth in this section. *A party cannot have an appeal and a reopening occurring simultaneously with respect to the same coverage determination.*

The Medicare health plan's, IRE's, ALJ's, or MAC's decision on whether to reopen is final and not subject to appeal. Also, the filing of a request for a reopening with the IRE, ALJ, or MAC, does not relieve the Medicare health plan of its obligation to make payment for, authorize, or provide services as specified in this chapter.

#### **140.4 - Independent Review Entity Monitoring of Effectuation Requirements**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The CMS requires its independent review entity to monitor a Medicare health plan's compliance with determinations or decisions that fully or partially reverse an original Medicare health plan determination (denial). The process is as follows:

- The independent review entity issues to the Medicare health plan a copy of the reconsidered determination. Included with this copy is a Notice of Requirement to Comply;
- Pursuant to the compliance notice, the Medicare health plan is required to mail to the independent review entity a statement attesting to compliance with the independent review entity's decision. This documentation is to confirm when and how compliance occurred (e.g., service authorization, payment made, etc.). Notification to the IRE that the Medicare health plan plans to pay for or plans to provide the service will not be considered appropriate compliance with the effectuation requirements. The Medicare health plan must provide the IRE with affirmative notice of effectuation. The Medicare health plan's notice of compliance should be forwarded to the independent review entity concurrent with the Medicare health plan's effectuation;
- If the independent review entity does not obtain the compliance notice, it mails the Medicare health plan a reminder notice; and
- If the independent review entity does not receive the Medicare health plan's compliance report within *15 calendar* days of the reminder notice, the independent review entity reports the Medicare health plan's failure to comply to CMS. The Medicare health plan is not copied on the notice to CMS.

#### **140.5.1 - Effectuation Requirements When an Individual Has Disenrolled from a Medicare Health Plan**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

<b>Type of Reconsideration</b>	<b>Situation (prior to receipt of appeal decision)</b>	<b>MHP Effectuation (after receipt of appeal decision favorable to enrollee)</b>
Payment	Reconsideration initially filed on a payment denial.	MHP obligated to pay. (422.100(b)(1)(v)). If the former enrollee has paid for the service, the MHP needs to reimburse the former enrollee. If payment to the provider is outstanding, the MHP is responsible for payment. The MHP will provide payment in an amount the provider would have received under original Medicare (including balance billing permitted under Medicare Part A and Part B). (422.100(b)(2)). The MHP will indemnify the former enrollee for other than cost-sharing amounts in effect at the time the beneficiary was an enrollee. (422.504(g)(1)(ii)).

<b>Type of Reconsideration</b>	<b>Situation (prior to receipt of appeal decision)</b>	<b>MHP Effectuation (after receipt of appeal decision favorable to enrollee)</b>
Pre Service	<p>Enrollee <u>has not received</u> service from a provider pending the appeal determination.</p> <p>[NOTE: Does not matter if enrollee disenrolled before or after filing the appeal, as long as appeal was filed within the appropriate time frame]</p>	<p>MHP is responsible to provide services. (422.100(a)).</p> <p>At the time of the appeal decision:</p> <p>1). If the former enrollee remains in the service area – then MHP meets its obligation by either offering to provide service through its network under the cost-sharing terms in effect at the time of the improper denial, or paying for the service it allows the former enrollee to obtain from another provider. The MHP will develop a policy that clearly delineates the MHP’s offer. The policy will be relayed through enrollee materials. [NOTE: If the MHP offers to provide the service and the enrollee declines to receive the service through the MHP’s network, then the MHP does not have to pay for the service.]</p> <p>2). If former enrollee is outside of service area – then MHP will pay for the service. (422.100(b)(1)(v)). The MHP will provide payment in an amount the provider would have received under original Medicare (including balance billing permitted under Medicare Part A and Part B). (422.100(b)(2). The MHP will indemnify the beneficiary for other than cost-sharing amounts in effect at the time the beneficiary was an enrollee. (422.504(g)(1)(ii)).</p>

<b>Type of Reconsideration</b>	<b>Situation (prior to receipt of appeal decision)</b>	<b>MHP Effectuation (after receipt of appeal decision favorable to enrollee)</b>
Pre Service	<p>Enrollee <u>has received</u> service from a non-contracting provider pending the appeal determination.</p> <p>[NOTE: Does not matter if enrollee disenrolled before or after filing the appeal, as long as appeal was filed within the appropriate Time frame]</p>	<p>MHP is responsible to pay for services. (422.100(b)(1)(v)). The MHP will provide payment in an amount the provider would have received under original Medicare (including balance billing permitted under Medicare Part A and Part B).</p> <p>(422.100(b)(2)). The MHP will indemnify the beneficiary for other than cost-sharing amounts in effect at the time the beneficiary was an enrollee. (422.504(g)(1)(ii)).</p> <p>When the former enrollee receives the service through original Medicare, the MHP will reimburse the Medicare Trust Fund.</p> <p>The MAO will indemnify the beneficiary for other than cost-sharing amounts in effect at the time of the adverse organization determination. When the former enrollee receives the service from a new MHP, the former MHP will reimburse the new MHP at the rate described above and the beneficiary the amount that is over the plan cost-sharing amount in effect at the time of the adverse organization determination.</p>

### 140.5.2 - Effectuation Requirements When a Medicare health plan Contract Ends

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

<b>Type of Reconsideration</b>	<b>Situation (prior to receipt of appeal decision)</b>	<b>MHP Effectuation (after receipt of appeal decision favorable to enrollee)</b>
Payment or Pre Service	<p>MAO contract terminated/non-renewed and enrollee either has or has not received service from a new provider pending the appeal determination.</p>	<p>MHP is responsible to pay for services. (422.100(b)(1)(v)). The MHP will provide payment in an amount the provider would have received under original Medicare (including balance billing permitted under Medicare Part A and Part B).</p> <p>(422.100(b)(2))</p> <p>The MHP will indemnify the beneficiary for other than cost-sharing amounts in effect at the time the beneficiary was an enrollee. (422.504(g)(1)(ii))</p>

## **150 - Immediate Review Process for Hospital Inpatients in Medicare Health Plans**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

### **NOTES:**

- *Because HCPPs are not regulated by the rules contained in 42 CFR 422.620-622, §§150-160.1 are not applicable to HCPPs. Those enrollees follow the original Medicare immediate review process contained in Part 405.*
- *If the Medicare health plan denies coverage of the admission, this guidance does not apply. Instead, the plan must deliver either the NDMC or the NDP. Appeals of this type of determination would follow the standard appeals process.*
- *Although much of the guidance in this document primarily affects hospitals, it is important for Medicare health plans to know these rules as they confer rights to plan enrollees and affect contracted hospitals. Some technical rules, primarily involving hospital notice requirements, have been purposefully omitted from these rules. Those rules omitted from this chapter are located in Chapter 30 of the Medicare Claims Processing Manual. While there are a few differences (most notably being the hospital's possible delivery of a follow-up copy of the Important Message from Medicare), the immediate review notice requirements and process are similar to those presently required for SNF, CORF, and HHA settings.*

### **150.1 - Scope of the Instructions**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*These instructions implement 42 CFR 422.620 and 422.622 that require hospitals and Medicare health plans to inform Medicare enrollees who are hospital inpatients of their right to obtain QIO review of a discharge decision. These instructions delineate the expectations of enrollees (or their representative, if applicable), responsibilities of hospitals, responsibilities of Medicare health plans, and the role of the QIOs when the enrollee requests an immediate review by a QIO of the discharge decision. For purposes of this instruction, the term "enrollee" means either enrollee or representative, when a representative needs to act for an enrollee.*

**Hospitals Affected by these Instructions.** *The term hospital is defined in the regulation as any facility providing care at the inpatient hospital level, whether that care is short term or long term, acute or non acute, paid through a prospective payment system or other reimbursement basis, limited to specialty care or providing a broader spectrum of services. This definition includes critical access hospitals. This means all hospitals paid under the Inpatient Acute Prospective Payment System (IPPS), sole community hospitals/regional referrals centers or any other type of hospital receiving special consideration under IPPS (for example, Medicare dependent hospitals, Indian Health Service hospitals); hospitals not under IPPS, including, but not limited to: hospitals paid under State or United States territory waiver programs, hospitals paid under certain*

*demonstration projects cited in regulation (§489.34), rehabilitation hospitals, long-term care hospitals, psychiatric hospitals, critical access hospitals, children's hospitals, and cancer hospitals. Swing beds in hospitals are excluded, because they are considered a lower level of care. Religious nonmedical health care institutions are also excluded.*

***Hospital Inpatients who are Medicare Enrollees.*** *These instructions apply to Medicare managed care enrollees (MA Plans and Cost Plans) who are hospital inpatients. Hospital outpatients who are receiving Part B services, such as those in observation stays or in the emergency department, do not receive these notices unless they are subsequently admitted as an inpatient. Medicare enrollees in hospital swing beds or custodial care beds do not receive these notices when they are receiving services at a lower level of care.*

***Definition of Discharge.*** *The term “discharge” is defined as a formal release of an enrollee from an inpatient hospital. This includes when the enrollee is physically discharged from the hospital as well as when the enrollee is discharged “on paper” – meaning that the enrollee remains in the hospital, but at a lower level of care (for example, the enrollee is moved to a swing bed or to custodial care).*

## **150.2 - Special Considerations**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

***Other Insurers.*** *Section 1866 (a)(1)(M), delivery of the Important Message from Medicare, applies to each individual who is entitled to benefits under Medicare Part A. Therefore, these requirements apply if an enrollee is eligible for both Medicare and Medicaid (a dual eligible), is eligible for Medicare and another insurance program or payer, or has Medicare as a secondary payer. No matter where in the sequence of payers Medicare falls, these requirements still apply.*

***Inpatient to Inpatient Transfers.*** *Enrollees who are being transferred from one inpatient hospital setting to another inpatient hospital setting, do not need to be provided with the follow up copy of the notice prior to leaving the original hospital, since this is considered to be the same level of care. Enrollees always have the right to refuse care and may contact the QIO if they have a quality of care issue. The receiving hospital must deliver the Important Message from Medicare again according to the procedures in these instructions.*

***Admissions for Services that Medicare Never Covers.*** *When a Medicare enrollee is admitted for hospital services that are never covered by Medicare, these notice requirements do not apply. Instead, Medicare health plans should deliver the Notice of Denial of Medical Coverage, guiding the enrollee through the standard or expedited appeals process as set forth in section 70 and 80 of this Chapter.*

***Enrollee Status/Scope of Rule.***

**PACE.** This rule does not apply to patients who are in the Program of All-Inclusive Care for the Elderly (PACE).

**Change of Status from Inpatient to Outpatient.** When a hospital utilization review committee determines that an inpatient admission does not meet the hospital's inpatient criteria, the hospital may change the enrollee's status from inpatient to outpatient. See CR 3444 (Use of Condition Code 44) and MedLearn Matters article, SE0622, published on March 22, 2006, for notification requirements in this situation.

**End of Part A days.** For purposes of this instruction, the term discharge does not include exhaustion of Part A days. Therefore, an enrollee's exhaustion of his or her Part A days does not trigger these requirements.

### **150.3 - Notifying Enrollees of their Right to an Immediate Review (Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

Hospitals must notify Medicare enrollees who are hospital inpatients about their inpatient hospital discharge appeal rights. Hospitals use An Important Message from Medicare About Your Rights (IM) a statutorily-required notice, to explain the enrollee's rights as a hospital in-patient, including discharge appeal rights. Hospitals must issue the IM up to 7 days before admission, or within 2 calendar days of admission, must obtain the signature on the form and provide the enrollee with a copy of the signed notice. Hospitals may also need to deliver a copy of the signed notice as far in advance of discharge as possible, but not more than 2 calendar days before discharge.

#### **150.3.1 - Delivery of the Important Message from Medicare (Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

Hospitals must follow the procedures listed below in delivering the IM. Valid notice consists of:

**Use of Standardized Notice.** Hospitals must use the standardized form (CMS-R-193), dated 05/07. The notices are also available on [www.cms.hhs.gov/bni](http://www.cms.hhs.gov/bni) at the Link for Hospital Discharge Appeal Notices. Hospitals may not deviate from the content of the form except where indicated. The OMB control number must be displayed on the notice.

**Delivery Timeframe.** If the IM is not given prior to admission, hospitals must deliver the IM to the enrollee at or near admission, but no later than 2 calendar days following the date of the enrollee's admission to the hospital as an in-patient (The hospital may deliver the IM within seven days of admission but only in those cases where an enrollee has a scheduled inpatient visit, such as elective surgery). Hospitals may not deliver the IM to an enrollee who is in an outpatient or observation setting on the chance that the patient may end up receiving inpatient care.

***In-Person Delivery.*** The IM must be delivered to the enrollee in person. However, if the enrollee is not able to comprehend the notice, it must be delivered to and signed by the enrollee's representative.

***Notice Delivery to Representatives.*** CMS requires that notification of an enrollee who is not competent be made to a representative of the enrollee. A representative is an individual who, under State or other applicable law, may make health care decisions on a beneficiary's behalf (e.g., the enrollee's legal guardian, or someone appointed in accordance with a properly executed "durable medical power of attorney").

Otherwise, a person (typically, a family member or close friend) whom the enrollee has indicated may act for him or her, but who has not been named in any legally binding document may be a representative for purpose of receiving the notices described in this section. Such representatives should have the enrollee's best interests at heart and must act in a manner that is protective of the enrollee and the enrollee's rights. Therefore, a representative should have no relevant conflict of interest.

Regardless of the competency of an enrollee, if the hospital is unable to personally deliver a notice to a representative, then the hospital should telephone the representative to advise him or her of the enrollee's rights as a hospital in-patient, including the right to appeal a discharge decision.

When direct phone contact cannot be made, the hospital should send the notice to the representative by certified mail, return receipt requested or any method in which delivery may be tracked and verified (e.g., UPS, FedEx, etc). The date that someone at the representative's address signs (or refuses to sign) the receipt is the date received. The hospital should place a copy of the notice in the enrollee's medical file, and document the attempted telephone contact with the member's representative. The documentation should include: the name of the staff person initiating the contact, the name of the representative you attempted to contact, the date and time of the attempted call, and the telephone number called.

If both the hospital and the representative agree, hospitals may send the notice by fax or e-mail. However, hospitals must meet the HIPAA privacy and security requirements when transmitting the IM by e-mail or fax.

***Ensuring Enrollee Comprehension.*** Notices should not be delivered during an emergency. Hospitals must make every effort to ensure the enrollee comprehends the contents of the notice before obtaining the enrollee's signature. This includes explaining the notice to the enrollee if necessary and providing an opportunity for the enrollee to ask questions. The hospital should answer all the enrollee's questions orally to the best of its ability. The enrollee should be able to understand that he or she may appeal a discharge decision without financial risk, but may have to pay for any services received after the discharge date if he or she stays in the hospital and does not appeal.

*These instructions do not preclude the use of assistive devices, witnesses, or interpreters for notice delivery. Thus, if an enrollee is able to comprehend the notice, but either is physically unable to sign it or needs the assistance of an interpreter to translate it or an assistive device to read or sign it, valid delivery may be achieved by documenting use of such assistance.*

***Enrollee Signature and Date.*** *(Unless an appropriate reason for the lack of signature is recorded on the IM.) The IM must be signed and dated by the enrollee to indicate that he or she received the notice and understands its contents.*

***Refusal to Sign and Annotation.*** *If an enrollee refuses to sign the notice, hospitals may annotate the notice to indicate the refusal, and the date of refusal is considered the date of receipt of the notice. The annotation may be placed on the unused patient signature line, in the “Additional Information” section on page 2 of the notice, or another sheet of paper may be attached to the notice. Any insertions on the notice must be easy for the enrollee to read (i.e., in at least 10 point font) in order for the notice to be considered valid.*

***Notice Delivery and Retention.*** *Hospitals must give the patient a copy of the signed or annotated notice and retain a copy of the signed notice for its own records. The hospital may determine whether to retain the original notice or give it to the enrollee. Providers may also determine the method of storage that works best within their existing processes, for example, storing a copy in the medical record or electronically.*

### ***150.3.2 - The Follow-Up Copy of the Signed Important Message from Medicare***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*A “follow up” copy of the signed IM must be delivered to the enrollee using the following guidelines:*

***Delivery Timeframe.*** *If the enrollee is being discharged more than 2 calendar days after receiving the IM at admission, hospitals must deliver the follow up copy as far in advance of discharge as possible, but no more than 2 calendar days before the anticipated/planned date of discharge. Thus, when discharge seems likely within 1- 2 calendar days, hospitals should make arrangements to deliver the follow up copy of the notice, so that the enrollee has a meaningful opportunity to act on it. However, when discharge cannot be predicted in advance, the follow up copy may be delivered as late as the day of discharge, if necessary. If the follow-up copy of the notice must be delivered on the day of discharge, hospitals must give enrollees who need it at least 4 hours to consider their right to request a QIO review. Enrollees may choose to leave prior to that time. However, hospitals must not pressure an enrollee to leave during that time period. Enrollees may call the Medicare health plan or 1-800-Medicare if they believe that the hospital is not giving them enough time to consider their rights. If the hospital delivers the follow up copy, and the enrollee’s status subsequently changes, so that the discharge*

*is beyond the 2-day timeframe, hospitals must deliver another copy of the signed notice within two days of the new anticipated/planned discharge date.*

**Timing.** *When the Medicare health plan and attending physician determine that a patient who is in a Medicare-covered stay no longer meets inpatient hospital criteria and is being discharged to a non-covered, custodial level of care, the follow up copy of the IM should be given. However, for enrollees who are to be moved to the covered, skilled level of care (swing bed or a skilled nursing facility), the IM should not be delivered until a bed is available or would be, but for the enrollee's refusal to cooperate. This remains true even if the IM is delivered on the day of discharge due to not being able to anticipate bed availability beforehand.*

**Exception to Delivery of the Follow-Up Copy.** *If delivery of the original IM is within 2 calendar days of the date of discharge, no follow-up notice is required. For example, if a patient is admitted on Monday, the IM is delivered on Wednesday and the patient is discharged on Friday, no follow up notice is required.*

**Documentation.** *Hospitals must be able to document delivery of the follow up copy of the signed IM, when applicable. While we encourage hospitals to obtain initials or the signature of the enrollee to document delivery of the follow up copy, if hospitals have processes in place to document delivery of other information related to the discharge (e.g. a discharge document checklist), staff attestation is sufficient. If there is no other existing process in place, hospitals should use the "Additional Information" section of the IM to document delivery of the follow up copy, for example, by adding a line for the enrollee's or representative's initials and date.*

## **150.4 - Rules and Responsibilities When an Enrollee Requests an Immediate Review**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*An enrollee who is a hospital in-patient has a right to request an immediate review by the QIO when the Medicare health plan and the hospital (acting directly or through its utilization review committee), with physician concurrence, determines that inpatient care is no longer necessary.*

### **150.4.1 - The Role of the Enrollee and Liability**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

**Submitting a Request:** *An enrollee who chooses to exercise the right to an immediate review must submit a request to the QIO that has an agreement with the hospital where the enrollee is an inpatient. In order to be considered timely, the request must be made no later than midnight of the day of discharge and may be in writing or by telephone. The enrollee should be available to discuss the case upon request of the QIO. The enrollee may, but is not required to submit written evidence to be considered by the QIO.*

**Timely Requests:** When the enrollee requests a review no later than midnight of the day of discharge, the enrollee is not financially responsible for inpatient hospital services (except applicable coinsurance and deductibles) furnished before noon of the day after the date the enrollee receives notification of the QIO determination. Liability for further inpatient hospital services depends on the QIO decision:

- **Unfavorable determination:** If the QIO notifies the enrollee that the QIO did not agree with the enrollee, liability for continued services begins at noon of the day after the QIO notifies the enrollee that the QIO agreed with the hospital's discharge determination, or as otherwise determined by the QIO.
- **Favorable determination:** If the QIO notifies the enrollee that the QIO agreed with the enrollee, the enrollee is not financially responsible for continued care (other than applicable coinsurance and deductibles) until the Medicare health plan and hospital once again determine that the enrollee no longer requires inpatient care, secure the concurrence of the physician responsible for the enrollee's care, and the hospital notifies the enrollee with a follow up copy of the IM.

**Untimely Requests:** When the enrollee fails to make a timely request for an immediate review and remains in the hospital, he or she may request an expedited reconsideration by the Medicare health plan as described in section 422.584, but the enrollee may be held responsible for charges incurred after the day of discharge or as otherwise stated by the health plan. If the enrollee receives a favorable reconsideration, the Medicare health plan must continue covering the care and/or refund the enrollee for any expenses the enrollee incurred, minus applicable coinsurance and deductibles.

#### **150.4.2 - The Responsibilities of the Medicare Health Plan** (Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

**Provide the Detailed Notice of Discharge:** When a QIO notifies the Medicare health plan that an enrollee has requested an immediate review, the Medicare health plan must, directly or by delegation, deliver a Detailed Notice of Discharge (the Detailed Notice) to the enrollee as soon as possible, but not later than noon of the day after the QIO's notification. The Medicare health plan is responsible for ensuring proper execution and delivery of the Detailed Notice, regardless of whether it has delegated those responsibilities to its providers. The level of delegation is the decision of the Medicare health plan and the hospital. Some Medicare health plans delegate the entire process (development and delivery of the DN) and may continue doing so under the new process. However, a Medicare health plan may also develop its own DN, with its own letterhead and/or contact information, and delegate just the delivery of the notice to the hospital.

**Use of Standardized Notice.** Medicare health plans must use the standardized form (CMS-10066), dated 07/10. This notice is also available on [www.cms.hhs.gov/bni](http://www.cms.hhs.gov/bni) at the Link for Hospital Discharge Appeal Notices. Medicare health plans may not deviate

*from the content of the form except where indicated (see section 150.6.2 on Completing the Notice). The OMB control number must be displayed on the notice.*

*The Detailed Notice must contain the following:*

- A detailed explanation why services are either no longer reasonable and medically necessary or are otherwise no longer covered.*
- A description of any applicable Medicare coverage rule, instruction, or other Medicare policy, including information about how the enrollee may obtain a copy of the Medicare policy.*
- Any applicable Medicare health plan policy, contract provision, or rationale on which the discharge determination was based, including information about how the enrollee may obtain a copy of the policy.*
- Facts specific to the enrollee and relevant to the coverage determination sufficient to advise the enrollee of the applicability of the coverage rule or policy to the enrollee's case.*
- Any other information required by CMS.*

*Medicare health plans using proprietary information, such as InterQual criteria, when providing patients with an example of policies used to determine the discharge date, should describe the applicable criteria in plain language that is understandable by the patient. Please keep in mind that Medicare health plan use of proprietary criteria that are more restrictive than Medicare guidelines is prohibited. Furthermore, since this proprietary information is primarily screening criteria that can be overridden, it is insufficient for Medicare health plans to just list the criterion as the reason for the discharge date.*

*Medicare health plans must follow requirements in Section 150.5.6 on Insertions in Blanks and Section 150.6 on completing the notices.*

***Provide Information to the QIO.*** *Upon notification by the QIO of the enrollee's request for an immediate review, the Medicare health plan must supply all information that the QIO needs to make its determination, including copies of both the IM and the Detailed Notice, as soon as possible, but no later than noon of the day after the QIO notifies the hospital of the enrollee's request. In response to a request from the Medicare health plan, the hospital must supply all information that the QIO needs to make its determination, including copies of the IM and the Detailed Notices (if applicable) and written records of any information provided by phone as soon as possible, but no later than close of business of the day the plan notifies the hospital of the request for information. The QIO determines whether the Medicare health plan and the hospital should make the information available by telephone or in writing.*

**Burden of Proof.** *The Medicare health plan bears the burden of demonstrating that the discharge is correct, based either on medical necessity or other Medicare coverage policies.*

**Provide the Enrollee with Documentation if Requested.** *At the request of the enrollee, the Medicare health plan must furnish the enrollee with a copy of, or access to, any documentation that it sends to the QIO, including written records of any information provided by telephone. Medicare health plans should provide patients with all non-proprietary documentation that was sent to the QIO which may include copies of discharge orders or physician progress notes. A plain language summary of any proprietary information should be articulated in the Detailed Notice of Discharge. The Medicare health plan may charge the enrollee a reasonable fee for copying the documentation and/or delivering it to the enrollee. The Medicare health plan must accommodate the request by no later than close of business of the first day after the material is requested by the enrollee.*

**Coverage during the QIO fast-track appeal.** *The Medicare health plan is financially responsible for coverage of services during the QIO review as provided for in these rules, regardless of whether it has delegated responsibility for authorizing coverage or discharge determinations to its providers.*

### **150.4.3 - The Role of the QIOs**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

**QIO Availability.** *The QIO should have methods in place to accept requests for reviews outside of normal business hours, such as an answering machine message. When a timely request for review is filed, the QIO must issue a decision within one calendar day after it receives all pertinent information.*

**Notify the Medicare health plan of the enrollee's request for an immediate review.** *When the QIO receives the request from the enrollee, the QIO must notify the Medicare health plan of the request immediately, or immediately the following morning if the request is received after the QIO's business hours.*

**Receive and Examine records.** *The QIO will examine medical and other records that pertain to the services in dispute.*

**Determine if the hospital delivered valid notice.** *The QIO will determine whether the hospital delivered valid notice, meaning that the notice is the standardized notice published by CMS, meets the notice delivery timeframes, and has been signed and dated by the enrollee. If the QIO determines that the hospital did not deliver valid notice, the QIO will instruct the hospital to reissue the notice if necessary, proceed with the review, and educate the hospital retrospectively. If the enrollee makes an untimely request for a*

*review, and the QIO determines that the enrollee did not receive valid notice, the QIO will determine the date the enrollee becomes fully liable for the services.*

***Solicit the views of the enrollee.*** *The QIO must solicit views of the enrollee who requested the immediate review.*

***Solicit the views of the Medicare health plan and the hospital.*** *The QIO must provide an opportunity for the Medicare health plan and the hospital to explain why the Medicare health plan, hospital and physician believe the discharge is appropriate. The QIO may develop guidelines as to the form and extent of this opportunity.*

***If needed information is not received.*** *If the Medicare health plan fails to provide the needed information, the QIO may make a decision based on evidence at hand or defer the decision until it receives the necessary information. If this delay results in extended coverage of an individual's hospital services, the Medicare health plan may be held financially liable for those services, consistent with the requirements of this rule, as determined by the QIO.*

***QIO Determination.*** *QIOs make their determinations based on criteria in §1154(a) of the Act, which specifies that QIOs will determine whether:*

- the services are reasonable and medically necessary,*
- the services meet professionally recognized standards of care, and*
- the services could be safely delivered in another setting.*

***Notification following a timely request.*** *When the enrollee makes a timely request for an immediate review, the QIO must make its determination and notify the Medicare health plan, the enrollee, the hospital, and the physician of its determination within one calendar day after it receives all requested pertinent information. When the QIO issues a determination, the QIO must notify the Medicare health plan, enrollee, the hospital and the physician of its decision by telephone, followed by a written notice that must include the following information:*

- The basis for the determination.*
- A detailed rationale for the determination.*
- An explanation of the Medicare payment consequences of the determination and the date an enrollee becomes fully liable for services.*
- Information about the enrollee's right to a reconsideration of the QIO's determination, including how to request the reconsideration and the timeframe for doing so.*

**150.4.4 - Effect of a QIO Immediate Review Determination**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

The QIO determination is binding on the enrollee, the physician, and hospital except in the following circumstances:

**Right to pursue a reconsideration.** If the enrollee is still an inpatient in the hospital and is dissatisfied with the determination, he or she may request a reconsideration according to the procedures described in section 160 of this Chapter.

**Right to pursue the Medicare health plan appeal process.** If the enrollee is no longer an inpatient in the hospital and is dissatisfied with this determination, the determination is subject to the Medicare health plan appeal process beginning in section 70 of this Chapter.

**150.5 - General Notice Requirements**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

Since the Detailed Notice of Discharge is an OMB approved, standardized notice, Medicare health plans must comply with the following requirements:

**150.5.1 - Number of Copies**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

**The Detailed Notice:** A minimum of two copies of the Detailed Notice, including the original, will be needed. The enrollee keeps the original notice. The Medicare health plan must retain a copy and may do so electronically.

**Providing Copies to the QIO:** If an enrollee requests a review, Medicare health plans and hospitals together are required to provide copies of both notices described in this section to the QIO.

**150.5.2 - Reproduction**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

Medicare health plans may reproduce the notices by using self-carbonizing paper, photocopying, or using another appropriate method. All reproductions must conform to applicable instructions.

**150.5.3 - Length and Page Size**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

**The Detailed Notice:** We recommend that the Detailed Notice of Discharge (DND) not exceed one side of a page in length. The Detailed Notice is designed as a letter-sized

*form. However, if the health plan needs extra space to explain a Medicare coverage policy or provide specific information about the enrollee's current medical condition, it may do so on the back of the DND or on one attached page (the DND must not exceed two pages). If the plan adds information on the back of the DND, it must indicate this to the enrollee by adding language such as "See Back of this Notice for More Information." Medicare health plans may also attach applicable Medicare policies to the notice.*

#### **150.5.4 - Contrast of Paper and Print**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*A visually high-contrast combination of dark ink on a pale background must be used. Do not use reversed print (e.g., white on black), or block-shade (highlight) notice text.*

#### **150.5.5 - Modifications**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*The notices described in this section may not be modified, except as specifically allowed by these instructions. In no case may either notice be condensed.*

#### **150.5.6 - Font**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*The Detailed Notice must meet the following font requirements in order to facilitate enrollee understanding:*

- **Font Type:** *To the greatest extent practicable, the fonts as they appear in the notices on the CMS Web site should be used. Any changes in the font type should be based solely on software and/or hardware limitations of the notices. Examples of easily readable alternative fonts include: Arial, Arial Narrow, Times New Roman, and Courier.*
- **Font Effect/Style:** *Any changes to the font, such as italics, embossing, bold, etc., should not be used since they can make the notices more difficult to read.*
- **Font Size:** *The font size generally should be 12 point. Titles should be 18 point, but handwritten insertions in blanks of the IM can be as small as 10 point if needed.*
- **Insertions in Blanks:** *Information inserted by Medicare health plans in the blank spaces on the Detailed Notice may be typed or legibly hand-written using the guidelines above.*

#### **150.5.7 - Customization**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

*Medicare health plans are permitted to do some customization of the Detailed Notice such as pre-printing agency-related information to promote efficiency and to ensure clarity for enrollees. Guidelines for customization are:*

- Maintaining underlines in the blank spaces is not required.*
- Information in blanks that is constant can be pre-printed, such as the Medicare health plan's or hospital's name, QIO name and telephone number. Note the TTY phone numbers also needs to be entered.*

### ***150.5.8 - Retention of the Notices***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

Medicare health plans are required to retain copies of the Detailed Notice of Discharge and may do so either in hardcopy or electronically.

### ***150.6 - Completing the Notices***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*When completing the Detailed Notice of Discharge, Medicare health plans must utilize the following instructions:*

#### ***150.6.1 - Translated Notices***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*Both the “Important Message from Medicare” and the “Detailed Notice of Discharge” are available at <http://www.cms.hhs.gov/BNL/>. The notices are available in English and Spanish, and in PDF and Word formats, under a dedicated link on the left hand margin: “Hospital Discharge Appeal Notices.” Medicare health plans should choose the appropriate version of the Detailed Notice of Discharge based on the language the enrollee best understands. When Spanish-language notices are used, the Medicare health plan should make insertions on the notice in Spanish. If this is impossible, additional steps need to be taken to ensure that the enrollee comprehends the content of the notice.*

### ***155 - Hospital Requested Review***

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*When a hospital determines that an enrollee no longer needs inpatient care, but is unable to obtain the agreement of the physician, the hospital may request a QIO review. However, this should not occur until the hospital has consulted with the enrollee's Medicare health plan. Medicare health plans should discuss the use of this procedure beforehand with its contracted hospitals. Hospitals must notify the enrollee that the review has been requested. These instructions stem directly from section 1154(e) of the Act and 42 CFR Part 405.1208.*

**155.1 - Effect of the Hospital Requested Determination**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*The determination is binding on the enrollee, physician, Medicare health plan, and hospital, except in the following circumstances:*

**When the enrollee remains in the hospital.** *When the enrollee is still an inpatient in the hospital and is dissatisfied with this determination, he or she may request a reconsideration according to the procedures described in section 160 of this Chapter.*

**When the enrollee is no longer an inpatient in the hospital.** *If the enrollee is no longer an inpatient in the hospital and is dissatisfied with this determination, this determination is subject to the Medicare health plan appeal process beginning in section 70 of this Chapter.*

**160 - Immediate Reconsiderations for Hospital Inpatients in Medicare Health Plans**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*An enrollee who is dissatisfied with a QIO determination has further appeal rights as described in this section.*

**160.1 - The Role of the Enrollee and Liability**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

**Submitting a Request:** *If the QIO upholds a Medicare health plan's discharge decision in whole or in part, the enrollee may request, no later than 60 days after notification that the QIO has upheld the decision, that the QIO reconsider its original decision.*

**Note:** *If the enrollee is no longer an inpatient in the hospital and is dissatisfied with the QIO's determination, the enrollee may appeal directly to an ALJ, the MAC, or a federal court as provided for beginning in section 100 of this Chapter.*

**160.2 - The Responsibilities of the QIO**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*The QIO must issue its reconsidered determination as expeditiously as the enrollee's health condition requires but no later than 14 days of receipt of the enrollee's request for a reconsideration.*

**160.3 - If the QIO Reaffirms its Decision**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

*If the QIO reaffirms its decision, in whole or in part, the enrollee may appeal the QIO's reconsidered determination to an ALJ, the MAC, or a federal court, as provided for beginning in section 100 of this Chapter. If on reconsideration the QIO determines that coverage of provider services should terminate on a given date, the enrollee is liable for the costs of continued services after that date unless the QIO's decision is reversed on appeal.*

***160.4 - If the QIO's Decision is Reversed***  
***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

*If the QIO's decision is reversed on appeal (by the QIO, ALJ, MAC or a federal court), the Medicare health plan must reimburse the enrollee, consistent with the appealed decision, for the costs of any covered services for which the enrollee has already paid the Medicare health plan or provider.*

**170 - Data**

***(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)***

NOTE: Data requirements do not apply to cost plans or HCPPs.

Medicare Advantage organizations are expected to disclose grievance and appeals data, upon request, to individuals eligible to elect an MA organization. For purposes of this section, by appeals data we mean all appeals filed with the MA organization that are accepted for review or withdrawn upon the enrollee's request, but excluding appeals that the organization forwards to the IRE for dismissal. The MA organizations should not send out a subset or partial list of the data, even if only a subset of the data is requested. For example, if a beneficiary requests data on the number of appeals received by the MA organization, then the MA organization must send the beneficiary a complete report of both its appeal and grievance data for the reporting period.

*For detailed guidance concerning MA organization reporting of grievance and appeal data upon a beneficiary's request, please see the OMB-approved Form Instructions at:*

*<http://www.cms.hhs.gov/MMCAG/Downloads/AppGrievDataFormINS.pdf>*

*For a link to the OMB-approved data forms, please refer to Appendix 2 of this chapter.*

## Appendices

### **Appendix 1 - Notice of Denial of Medical Coverage and Notice of Denial of Payment**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

The forms *and instructions regarding the* Notice of Denial of Medical Coverage - Form CMS-10003-NDMC -- *and the Notice of Denial of Payment – Form CMS-10003-NDP -* can be found at:

[http://www.cms.hhs.gov/bni/07\\_MADenialNotices.asp](http://www.cms.hhs.gov/bni/07_MADenialNotices.asp)

### **Appendix 2 - Beneficiary Appeals and Quality of Care Grievances Explanatory Data Report**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form and instructions regarding the Beneficiary Appeals and Quality of Care Grievances Explanatory Data Report – Form CMS-R-0282 – can be found at:*

[http://www.cms.gov/MMCAG/12\\_Notices.asp](http://www.cms.gov/MMCAG/12_Notices.asp)

### **Appendix 3 - An Important Message from Medicare About Your Rights**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form and instructions regarding An Important Message from Medicare About Your Rights – Form CMS-R-193 – can be found at:*

[http://www.cms.gov/BNI/12\\_HospitalDischargeAppealNotices.asp](http://www.cms.gov/BNI/12_HospitalDischargeAppealNotices.asp)

### **Appendix 4 – Detailed Notice of Discharge**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form and instructions regarding the Detailed Notice of Discharge – Form CMS 10066 – can be found at:*

[http://www.cms.gov/BNI/12\\_HospitalDischargeAppealNotices.asp](http://www.cms.gov/BNI/12_HospitalDischargeAppealNotices.asp)

### **Appendix 5 - Appointment of Representative - Form CMS-1696**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form, Appointment of Representative - Form CMS-1696 - can be found at:*  
<http://www.cms.hhs.gov/cmsforms/downloads/cms1696.pdf>

**Appendix 6 - Model Notice of Right to an Expedited Grievance**  
(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)

Date:

Enrollee Name:

Enrollee ID Number:

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***You Have the Right to an Expedited (Fast) Grievance***

***You have the right to file an expedited (fast) grievance if: [Health Plan must check the appropriate item below]***

\_\_\_\_\_ *You asked for a fast decision on a service, and we decided to process it under our regular (non-expedited) time frame. We will give you a fast decision if you resubmit it with a supporting statement from your doctor.*

\_\_\_\_\_ *You asked for a fast appeal for a service, and we decided to process it under our regular (non-expedited) time frame. We will give you a fast decision on your appeal if you resubmit it with a supporting statement from your doctor.*

\_\_\_\_\_ *We need up to 14 more days to decide on your request for a service. [Health Plan must insert reason for taking an extension; e.g., extra days needed to review additional information, etc.]*

\_\_\_\_\_ *We need up to 14 more days to consider your appeal for a service. [Health Plan must insert reason for taking an extension; e.g., extra days needed to review additional information, etc.]*

***NOTE:*** *When you request a fast grievance, we will make a quick decision on your request and notify you within 24 hours.*

***How to File an Expedited (Fast) Grievance***

*Call us at {insert phone number of health plan contact} to file an expedited grievance or get more information.*

*You can also call 1-800-MEDICARE (1-800-633-4227) 24 hours a day, 7 days a week, for more information about the expedited grievance process. TTY users should call 1-877-486-2048.*

**Appendix 7 - Waiver of Liability Statement**

**(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)**

**WAIVER OF LIABILITY STATEMENT**

\_\_\_\_\_  
*Medicare/HIC Number*

\_\_\_\_\_  
*Enrollee's Name*

\_\_\_\_\_  
*Provider*

\_\_\_\_\_  
*Dates of Service*

\_\_\_\_\_  
*Health Plan*

*I hereby waive any right to collect payment from the above-mentioned enrollee for the aforementioned services for which payment has been denied by the above-referenced health plan. I understand that the signing of this waiver does not negate my right to request further appeal under 42 CFR 422.600.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Appendix 8 - Notice of Medicare Non-Coverage (NOMNC)**  
*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form and instructions regarding the Notice of Medicare Non-Coverage can be found at:*

[http://www.cms.gov/BNI/09\\_MAEDNotices.asp](http://www.cms.gov/BNI/09_MAEDNotices.asp)

**Appendix 9 - Detailed Explanation of Non-Coverage (DENC)**  
*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

*The form and instructions regarding the Detailed Explanation of Non-Coverage can be found at:*

[http://www.cms.gov/BNI/09\\_MAEDNotices.asp](http://www.cms.gov/BNI/09_MAEDNotices.asp)

## **Appendix 10 - Model Notice of Appeal Status**

*(Rev. 104, Issued: 03-23-12, Effective: 03-23-12, Implementation: 03-23-12)*

### ***Your Appeal Status***

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*Date:*

*Enrollee's name:*

*Enrollee ID Number:*

*This notice tells you about the appeal request you sent to \_\_\_\_\_  
[health plan].*

*We looked at the facts in your case, and decided that our first decision to deny coverage and/or payment for the service was right.*

### ***What happens next?***

*Medicare requires us to send your case to MAXIMUS Federal Services, Inc. to make sure we made the right decision. MAXIMUS is an independent reviewer.*

*You have the right to submit additional information that may be important to the review.*

*MAXIMUS will contact you soon to let you know where to send any additional information and about other rights you may have.*

*You have the right to get a copy of the case file we are sending to MAXIMUS. Call us at (\_\_\_\_)\_\_\_\_\_ to get a copy of your case file. There may be a small fee to copy your file and send it to you.*

### ***Need more help?***

*Call 1-800-MEDICARE (1-800-633-4227) 24 hours a day, 7 days a week, for help or more information about the appeals process. TTY users should call 1-877-486-2048.*