

**EXHIBIT 251**

**(Rev. 30, 12-15-07)**

**MODEL LETTER FOR FIRST REJECTION OF A  
REQUEST FOR MEDICARE APPROVAL OF ONE  
OR MORE ORGAN TRANSPLANT PROGRAMS**

*(Date)*

*Transplant Hospital Name*

*Address*

*City, State, Zip Code*

*Attn:*

*Dear (Name):*

*Your request for Medicare approval of your organ transplant program(s)*

*(fill in)*

*was received by the Centers for Medicare & Medicaid Services (CMS) on (Date),  
however the following required information is needed to continue processing your  
application:*

\_\_\_\_\_ *Signature of hospital representative;*

\_\_\_\_\_ *Hospital name, address, phone and fax numbers, and e-mail;*

\_\_\_\_\_ *Hospital's National Provider Identification Number or  
CMS Certification Number (Medicare I.D.);*

\_\_\_\_\_ *The type of transplant program for Medicare approval;*

\_\_\_\_\_ *Name of the designated primary transplant surgeon  
(fill-in program)\_\_\_\_\_;*

\_\_\_\_\_ *Name of the primary transplant physician  
(fill-in program)\_\_\_\_\_;*

\_\_\_\_\_ *Name of the OPO(s) with which the hospital has an agreement; and*

\_\_\_\_\_ *Other: \_\_\_\_\_;*

*(Name)*  
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*(Date)*

*Your request cannot be processed until all the above information has been received by CMS. Please submit the information within 30 days to:*

*Centers for Medicare and Medicaid Services  
Survey and Certification Group  
7500 Security Blvd  
Mailstop: S2-12-25  
Baltimore, Maryland 21244*

*Any questions concerning missing information should be directed to Survey and Certification Group at telephone number 410-786-8476 or email to [Sherry.Clark@cms.hhs.gov](mailto:Sherry.Clark@cms.hhs.gov).*

*Sincerely,*

*Administrative Officer  
Survey and Certification Group*