

Provider Checklist

Items Needed To Process Appeals

Please submit all supporting documentation to help us review your appeal requests in an expeditious manner. This includes, but is not limited to:

General Items Needed for All Appeal Submissions

- ☐ Appeal request.
- ☐ Appealing party contact information.
- ☐ Letter of Medical Necessity (LOMN).
- ☐ Recent office visit notes (within last 3 months).
- ☐ Recent lab results (if applicable).

Additional Items Needed as Applicable

High-tech radiology:

- ☐ Recent x-ray or ultrasound reports.
- ☐ Call logs.
- ☐ Criteria used to make determination.

Physical therapy (P/T) (Palladian denials):

- ☐ LOMN.
- ☐ Progress notes from the physical therapist as well as initial P/T evaluation.
- ☐ Recent script from ordering doctor.
- ☐ Available radiology reports.

Skilled nursing facility/acute rehabilitation:

- ☐ Physician P/T evaluation of hours of toleration for restorative rehabilitation.
- ☐ Recent progress notes.
- ☐ Prior level of function information.

For expedited requests:

- ☐ Appealing doctor's phone number.