

NEW RECONSIDERATION CASE FILE TRANSMITTAL COVER SHEET

This transmittal sheet is required whenever a PACE Organization submits a case and corresponding case file (including the case file narrative and all supporting documentation) to C2C.

To ensure proper handling, the Plan must include this transmittal sheet for each case submitted to the IRE via mail or overnight courier.

The C2C mailing address and courier address, by appeal type, is denoted in the Contact Information section of the Reconsiderations Procedures Manual.

Does this case involve an Expedited Appeal? YES NO

Member Name: _____

Member HIC/MBI Number: _____

Document	Check if Submitted
Reconsideration Background Data Form *Case will not be initiated until the completed Reconsideration Background Data Form is received by C2C	<input type="checkbox"/>
Case Narrative	<input type="checkbox"/>
Service Determination and PO Appeal Process Notices	<input type="checkbox"/>
Records of Adverse Determination	<input type="checkbox"/>
PO Decision Making Criteria	<input type="checkbox"/>
Legible Medical Records (if applicable)	<input type="checkbox"/>
Participant Coverage Information (PACE Participant Coverage Document or Equivalent)	<input type="checkbox"/>
Other Documentation (if applicable)	<input type="checkbox"/>