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**PLAN SUBMISSION OF NEW DISMISSAL CASE FILE  
 (FOR IRE REVIEW OF A PLAN DISMISSAL)  
 TRANSMITTAL COVER SHEET**

**This transmittal sheet is required whenever a Plan submits a dismissal case and corresponding case file (including the dismissal case file narrative and all supporting documentation) to C2C outside of the QIC Appeals Portal.**

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

**The C2C mailing address and courier address, for submission of dismissal case files, is denoted in the Contact Information section of the Reconsiderations Procedures Manual.**

**Does this dismissal case involve an Expedited Appeal? YES    NO**

Member Name: \_\_\_\_\_

Member HIC/MBI Number: \_\_\_\_\_

Document	Check if submitted
Dismissal Case File Data Form	
Dismissal Case File Narrative	
Correspondence of Attempts to Get Representative Documentation or WOL (when applicable)	
Appeal Letter (or phone records if an expedited request was made)	
Documentation regarding the Plan's assessment of good cause (if applicable)	
Other Documentation (if applicable)	