

**PLAN SUBMISSION OF NEW RECONSIDERATION CASE FILE
 TRANSMITTAL COVER SHEET**

This transmittal sheet is required whenever a Plan submits a case and corresponding case file (including the 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 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 File Narrative	
Representative Documentation or WOL (if applicable)	
Organization Determination Notice with Appeal Rights	
Notice of Appeals Status/Closure Letter	
Appeal Letter (or phone records if an expedited request was made)	
Evidence of Coverage (EOC): Please send in a PDF format on a CD or Thumb Drive.	
Medicare Health Plan Decision Making Criteria	
Legible Medical Records (if applicable)	
Other Documentation (if applicable)	