

Redetermination Requests Which Contain Multiple ICNs

July 12, 2017

When submitting a Redetermination request that contains multiple Internal Control Numbers (ICNs), include and follow the below to ensure proper review and prompt response.

- ⇒ Attach a spreadsheet. If submitting multiple spreadsheets, include page numbers. It/they must contain the below and follow the same order as the included beneficiary appeal specific documentation:
 - ◆ Each beneficiary name
 - ◆ Each beneficiary Health Insurance Claim Number (HICN)
 - ◆ Claim(s) Date(s) of Service (DOS)
 - ◆ Procedure code(s) and associated ICN(s)
 - ◆ Letter Number located on the Demand letter if applicable
 - ◆ Accounts Receivable (AR) number(s) if applicable

- ⇒ Separate each beneficiary documentation with a spacer page.
 - ◆ Include documentation relevant to the request only