

# 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.