**Today’s Date:** **Medical Group:**

**Member Information**

|  |  |
| --- | --- |
| Member Insurance plan |  |
| Member Last Name: | First Name: |
| Date of Birth: | Member Identification Number: |

**Physician/Provider**

|  |  |
| --- | --- |
| Contact Name: | Phone Number: |
| Practice/Facility Name: |  |
| Rendering Provider Name: |
| Tax Identification Number (TIN): | NPI Number: |
| **Return Address information**  |  |
| Street Address: | City: |
| State: | Zip: |

**Reason for Request**

|  |  |
| --- | --- |
| Date of Service: | Claim Number: |
| Total Charges: | Expected Amount Owed: |
| * 1. Previously denied / Exceeds Timely Filing: must provide proof of timely filing
* 2. Previously denied requesting additional information: must include requested documentation
* 3. Previously adjudicated but applied incorrect rate resulting in over/underpayment: Indicate details in comments
* 4. Previously denied for “no authorization”: Indicate Authorization number or attach copy of authorization
* 5. Other (Provide details below)

 Comments – reason for appeal:  |

**Please include a copy of the initial claim, along with other documents supporting the request for an appeal and email to** **appeals@innovista-health.com**