

# Non-PAR Provider Appeals Form



**Send To:**  
**Aetna®**  
**Virginia (HMO D-SNP)**  
**ATTN: Grievance & Appeals**  
**PO Box 818070**  
**5801 Postal Road**  
**Cleveland, OH 44181**

If you are a non-PAR (not contracted) Provider (either directly or through its subcontracted networks) you have the right to appeal the claim decision. You may submit an appeal for a claim denied or not paid as expected based on error or absence of fact, except for timely filing. Federal regulations 42 CFR 42 § 422.504(g) requires us to protect Aetna® members from financial liability. Therefore, appeals must include a signed Waiver of Liability (WOL) form, (available at [AetnaBetterHealth.com/Virginia-hmosnp/providers/hmo-snp-pr/snp-resources](http://AetnaBetterHealth.com/Virginia-hmosnp/providers/hmo-snp-pr/snp-resources)).

Select the appropriate reason for your Appeal (Incomplete or missing information may cause Appeal decision to be upheld or returned to Provider):

- |  |   |
|--|---|
| <input type="checkbox"/> Incorrect Denial of Claim or Claim Line(s)<br><input type="checkbox"/> Incorrect Denial of Authorization<br><input type="checkbox"/> Code or Modifier Issue | <input type="checkbox"/> Medical Necessity<br><input type="checkbox"/> Incorrect Rate Payment<br><input type="checkbox"/> Other _____ |
|--|---|

**Your Appeal Must Include:**

- This Completed Form
- Factual or legal basis for appeal statement
- A signed "Waiver of Liability"
- Copy of the original claim
- Copy of the remit notice showing the claim denial
- Any additional information (clinical records, required documentation, CMS or Medicaid references as needed, for Opt-Out members: EOB from primary Medicare payer, etc.)

You may use this form to supply necessary information, along with your attachments as indicated above, to enable a thorough reconsideration of all Appeals.

<b>Provider Name:</b>	
<b>Provider NPI Number:</b>	
<b>Submitter's name:</b>	
<b>Provider Street Address:</b>	
<b>Provider City, State &amp; ZIP</b>	
<b>Provider Phone Number:</b>	
<b>Date(s) of Service:</b>	
<b>Remittance Advice Date:</b>	
<b>Amount Billed:</b>	
<b>Amount Paid:</b>	
<b>Claim Number(s):</b>	
<b>Member Name:</b>	
<b>Member ID #:</b>	

Providers should always refer to the provider manual and their contract for further details. For general claims inquiry: please call 1-855-463-0933 7 days a week between 8:00 AM to 8:00 PM EDT. You may also contact this number for more information on the claims inquiry process. Be prepared to provide the Provider Relations Representative with the Provider name and Provider ID, Member name and ID, date of service, and claim number from the remit notice.