

The Reopening process may be used to correct a claim clerical error or to submit documentation for a claim originally denied due to non response to a request for documentation.

Complete a separate form for each Reopening request

Reopening Requests should be submitted ***with a copy of the remittance advice***, along with the following:

Beneficiary HICN :	<input type="text"/>	Beneficiary Name :	<input type="text"/>
Date of Service :	<input type="text"/>	CCN (Claim Number) :	<input type="text"/>

Date of Request :	<input type="text"/>	# of Pages :	<input type="text"/>
Supplier Name :	<input type="text"/>	Supplier NSC # :	<input type="text"/>
NPI # :	<input type="text"/>		

Reopening for claim initially denied due to clerical error - Include the following;	Reopening for claim denied due to non-response to request for documentation - Include the following;
<ol style="list-style-type: none"> 1. Copy of original claim 2. Copy of revised claim if applicable 	<ol style="list-style-type: none"> 1. Copy of original letter for request of documentation 2. Documents that were originally requested

Reason for Reopening - Place an "X" next to applicable box, then provide details below

- | | |
|---|--|
| <input type="checkbox"/> Add/Change Modifier | <input type="checkbox"/> Change Diagnosis Code |
| <input type="checkbox"/> Change Units of Service | <input type="checkbox"/> Change Place of Service |
| <input type="checkbox"/> Change Submitted Amount | <input type="checkbox"/> Change Date Span |
| <input type="checkbox"/> Change Procedure HCPC Code | <input type="checkbox"/> Other |
| <input type="checkbox"/> Change UPIN Number | |

