

Part B Insider (Multispecialty) Coding Alert

10 Steps for Submitting A Clean Appeal

It's not a matter of if your carrier will audit you, but when, says **Deborah Churchill**, president of **Churchill Consulting** in Killingworth, CT. She offers the following tips for making sure your appeals are complete:

- 1) Review your local coverage determinations and make sure you're familiar with your carrier's documentation guidelines and utilization guidelines.
- 2) Make sure you include every listed element in the materials you submit.
- 3) Include a copy of your compliance plan--or at least the cover page and the section that corresponds to a particular procedure or issue.
- 4) Include a copy of your "dummy chart."
- 5) Include copies of the form(s) that the requested coding information is documented on.
- 6) Be sure that the patient's name and date are on every page.
- 7) Include all orders, and don't forget electronic orders.
- 8) Include all associated procedure reports.
- 9) Organize the materials.
- 10) Add explanations before each section, summarizing the medical necessity documentation and other information.