

PROVIDER QUICK POINTS

PROVIDER INFORMATION



March 16, 2017

Appropriate Cover Sheet for Appeals and Claim Attachments

The Minnesota Uniform Companion Guide describes an Appeal as the Provider requesting a reconsideration of a previously adjudicated claim where there is no additional or corrected data to be submitted on the claim. Using the appropriate Administrative Uniformity Committee (AUC) cover sheets for Appeals or Claim Attachments are necessary for timely processing.

Appeals Submissions

Appeals are requested by using the AUC Appeals Request Form, and completing all the Provider billing information, claims information, and clearly describing, in specific detail, the reason for the Appeal on the request. Multiple claim numbers should be submitted using a single AUC form for each patient when the description or reason for the appeal applies to all claims; this ensures the timely reprocessing of claims. Appealing a claim that has already received a prior authorization (PA) denial letter, must have additional supporting information, and the PA denial letter attached to the AUC appeal form when faxing. Using the Appeals Fax line to send medical records without attaching the AUC form is not appropriate. Below are the appropriate fax and mailing address:

Appeals Fax number: **(651) 662-2745**

Appeals mailing address: Blue Cross Blue Shield of MN, P.O. Box 64560, St. Paul, MN 55164-0560

Claim Attachments

The AUC Claim Attachment Cover Sheet for Health Care Claims should be used to ensure the proper match back to the electronically submitted claim. Below are the appropriate fax and mailing address:

Claims attachment Fax number: **1-800-793-6928**.

Claims attachment mailing address: Blue Cross Blue Shield of MN, P.O. Box 64338, St. Paul, MN 55164-0338

Additional Information

General Correspondence or Medical Records requests should be returned with the correspondence letter using the specified fax number or mailing address on the letter. Further references on submission of claim attachments or completing the appeal request can be found on the AUC website at **www.health.state.mn.us/auc**.

Questions?

If you have questions, please contact provider services at **(651) 662-5200** or **1-800-262-0820**.