

<p><b>Can I Appeal a Medicaid Decision?</b></p> <p>Yes, you have the right to request a review of a Medicaid decision. This is called an appeal. You have the right to appeal:</p> <ul style="list-style-type: none"> <li>• If all the services you requested were denied</li> <li>• If part of the services you requested were denied</li> <li>• If you were offered different services than you requested</li> <li>• If the service provider did not submit for the full amount of services you requested. (In this case, a doctor's note showing the need for the requested services must be included with the appeal.)</li> <li>• If services are not provided with reasonable promptness</li> </ul> <p><b>Is There Anything Besides Appealing That I Can Do to Get Services?</b></p> <p>The provider that sent in your request for services can request a reconsideration, with additional information. This must be done within 30 days of the denial. You will get a new decision, and if services are denied again, you can appeal then.</p>	<p><b>How do I appeal?</b></p> <p>Complete an appeal request form online at: <a href="http://www.adminlaw.state.la.us/HH.htm">http://www.adminlaw.state.la.us/HH.htm</a></p> <p>or</p> <p>send a letter to Medicaid saying you want to appeal a decision. You can send the letter to:</p> <p>Division of Administrative Law Health and Hospitals Section P.O. Box 4189 Baton Rouge, LA 70821-4189 (Fax) 225-219-9823</p> <p>or</p> <p>call: 225-342-5800 or 225-342-0443 (Telephone appeals are allowed, but are not encouraged)</p> <p>Use only one method to file your appeal. Do not duplicate the same appeal.</p> <p><b>Do I Have to Get Another Doctor's Statement?</b></p> <p>To win the appeal, you may need to get a statement from your doctor about why the services are needed. The doctor's statement should include the number of hours of services needed.</p>	<p><b>Can my Support Coordinator help with my appeal?</b></p> <p>YES! Your Support Coordinator should have received training to assist you with an appeal. He/she can help you gather the necessary information within the allotted time.</p> <p><b>What Deadlines Apply?</b></p> <ul style="list-style-type: none"> <li>• The notice of denial will tell you when the appeal must be filed. You must appeal before or by that date.</li> <li>• Appealing within 30 days of denial may keep services you are already receiving from being cut while the appeal is going on.</li> <li>• You must get a final decision on your appeal within 90 days of the date you file it, unless you request or agree to additional time.</li> </ul> <p><b>Can Someone Help me with the Appeal?</b></p> <p>Yes, you can have a friend, relative, attorney, or other person represent you in an appeal if you choose. You may contact the Disability Rights Louisiana for help at 1-800-960-7705.</p>
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\*All Fee-For-Service Medicaid appeals and MCO appeals after the internal MCO appeal process has been completed.

## APPEAL FORM

**I want to appeal.**

**Name of Medicaid Beneficiary appealing:** \_\_\_\_\_.

**Social Security Number of Medicaid Beneficiary:** \_\_\_\_\_.

**Would you like to request an expedited fair hearing?** ☐ Yes ☐ No

If you have an emergency health issue, you can ask for a faster (expedited) fair hearing. If you request an expedited fair hearing, you may be contacted by the Louisiana Department of Health to provide proof of your emergency health.

**Describe Items or Services requested (or enclose copy of denial notice):**

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**Signature of Beneficiary**

**Date**

**Submit form to:**

Division of Administrative Law

Health and Hospitals Section

P. O. Box 4189

Baton Rouge, LA 70821-4189

Fax: (225) 219-9823

Online: <http://laserfiche.adminlaw.state.la.us/Forms/hSgLX>

## **Louisiana Division of Administrative Law Contact Info**

Physical Address:

1020 Florida Street

Baton Rouge, LA 70802

Phone: 225-342-1800

Fax: 225-342-1812

E-mail: [dhaddad@adminlaw.la.gov](mailto:dhaddad@adminlaw.la.gov)

Website: [www.adminlaw.la.gov](http://www.adminlaw.la.gov)

## **Disability Rights Louisiana Contact Info**

Main Office:

8325 Oak Street

New Orleans, LA 70118

Phone: 800-960-7705

E-mail: [info@disabilityrightsla.org](mailto:info@disabilityrightsla.org)

Website: [www.disabilityrightsla.org](http://www.disabilityrightsla.org)