

# Fax

## MEDICARE MEMBER PAYMENT APPEALS

**To: Aetna Medicare Payment Appeals Unit**

**Standard appeal - Fax: 724-741-4953**

**From:** <provider office>

**Phone Fax:** <provider fax>

**Date:** <insert date>

**Pages:** <insert pages>

**Subject: Medicare member payment appeals**

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**Aetna Medicare ID:** <member id>

**Reason for appeal:** <reason for appeal>

**Additional evidence:** <evidence>

Attach relevant medical records and/or supporting documentation.

This document may contain private or privileged information. If you think you have received this message in error, please contact the sender immediately. Then destroy this document.

Thank you,

Aetna Health Medicare

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Members and non-contracted providers have the right to appeal claim determinations if they disagree with the decision. They must submit appeals within 65 days of the date of the plan decision notice. We will work with the member or non-contracted provider if they have a good reason for missing the deadline or need more time.

## Two kinds of Medicare member payment appeals

### 1. Appeals from the member or their legal representative

We'll review your appeal. If we find in your favor, we'll make payment at the applicable Medicare rate either to you or the provider. If we do not find fully in your favor, per the Medicare Appeal Process, we'll forward your case file to [MAXIMUS Federal Services, Inc.](#) MAXIMUS Federal Services Inc. is an independent review entity contracted with CMS for external reviews. MAXIMUS will notify you directly, in writing, of its decision. It may take longer if we need more information about the case. We'll tell the member or their legal representative if we do.

### 2. Appeals from non-contracted providers

We'll need a completed Waiver of Liability for all appeals from a non-contracted provider. Use the following link to get a copy of the waiver form: CMS Downloads - Provider [Waiver of Liability](#) We'll tell the provider if we need more information.

We'll review your appeal. If we find in your favor, we'll make payment made at the applicable Medicare rate either to you or the member. If we do not find fully in your favor, per the Medicare Appeal Process, we'll forward your case file to

[MAXIMUS Federal Services, Inc.](#) MAXIMUS Federal Services Inc. is an independent review entity contracted with CMS for external reviews. MAXIMUS will notify you directly, in writing, of its decision.

Do you have a dispute about payments you would have received under original Medicare? Then [click here](#) to follow the provider dispute process.

Help ensure member payment appeals and medical records go to the right place. Please follow timely processing requirements.

## How to ask for an appeal

### Step 1:

The **written request** must include:

- Member name
- Aetna Medicare member ID
- Reason for appeal
- Any evidence that the member or non-contracted provider wants us to review, such as doctors' letters or other information that explains why you feel payment should be made

Please submit all relevant medical records and supporting materials. They help us determine if the item or service is medically necessary. Types of records we may require are progress notes, imaging reports, office visit notes and therapy records. We may ask for more information.

### Step 2:

For a standard payment appeal, mail to:

Aetna Medicare Appeals Unit  
P.O. Box 14067  
Lexington, KY 40512

Standard appeal fax: **724-741-4953**

### Questions?

Aetna Medicare: **1-800-624-0756**