

INFORMAL REVIEW AND ADMINISTRATIVE APPEAL PROCEDURES

You are entitled to an administrative review of this action. Initially, you should request an Informal Review at which you are entitled to present information in writing, present documents, and to inquire as to the reasons for our determination. Your request for an Informal Review must be in writing. All requests for an Informal Review must be received within thirty (30) calendar days (including Saturdays and Sundays) of the receipt of the original Notice of Determination. A request for an Informal Review must be sent to the address given below.

Department of Health and Hospitals
Rate Setting and Audit Section
ATTN: Randy Davidson
Medicaid Program Manager
P. O. Box 91030
Baton Rouge, LA 70821-9030

Documentation must be made of the issues you wish reviewed, remedies you are requesting and regulations/statutes you are citing as precedence.

If you choose to include accounting (CPA) or legal consultants for this review, you must file a written notice of representation identifying him/her by name, address, and telephone number at the address given above in order that the Department may share information with them.

Following the Informal Review you will receive a written Notice of the Results of the Informal Review from which you are entitled to seek an appeal before the Division of Administrative Law – Health & Hospital's (HH) Section. Your request for an Administrative Appeal must be in writing and set out the reasons for which you are seeking an appeal and the basis upon which you disagree with the results of the Informal Review. All requests for an Administrative Appeal must be received within thirty (30) calendar days (including Saturdays and Sundays) of the receipt of either the original Notice of Determination or the Notice of the Results of the Informal Review, whichever is later. A Request for an Administrative Appeal must be sent to the address given below. Please send a copy of this request to the Rate Setting and Audit Section at the address given above.

Division of Administrative Law – HH Section
P.O. Box 4189
Baton Rouge, LA 70821-4189
(225) 342-0443

You may be represented by an attorney or authorized representative at the Administrative Appeal. Your attorney or authorized representative must file a written notice of representation identifying him/her by name, address, and telephone number at both of the addresses given above.

You may choose to forego the Informal Review and instead request an Administrative Appeal of this action. If you choose this alternative, please follow the procedure described above for scheduling an Administrative Appeal.