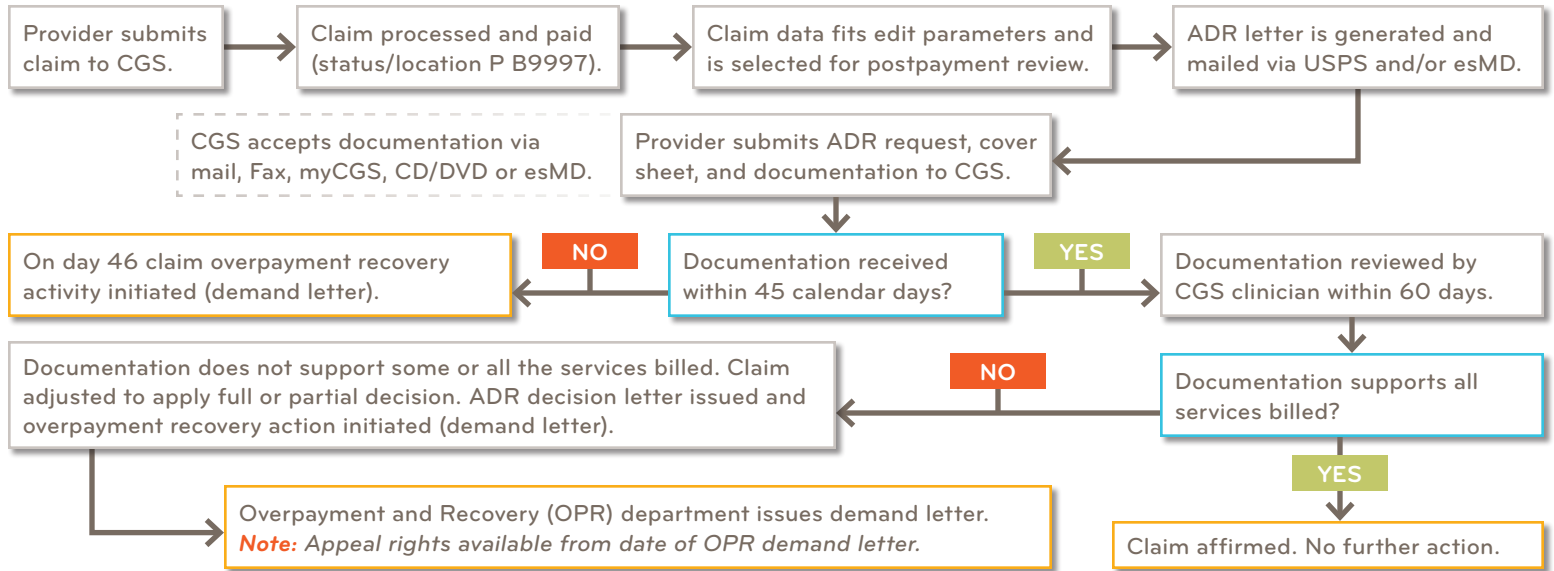


# Postpayment Medical Review Additional Development Request (MR ADR)

QUICK RESOURCE TOOL



## Recommendations

- Review chart documentation prior to sending. Ensure documentation is complete and supports all services/levels of care billed. Documentation for dates before/after the claim may be necessary to support services.
- CGS recommends organizing documentation according to the MR ADR Checklist below, which will expedite the review process.
- Ensure documentation is received by CGS within 45 calendar days (DUE DATE in ADR letter). Please allow enough time for mailing. MR ADR documentation may also be submitted via fax (1.615.660.5981), myCGS, CD/DVD, or esMD.
- If claim is denied, review Medical Review Claim Decision letter for the claim decision reason to identify cause for denial.
- Review denial reasons and identify action plan to prevent further denials.
- Review, assess, and implement internal processes and plans to ensure staff understands the MR ADR process.
- Call the CGS Provider Contact Center (PCC) at 1.877.299.4500 (option 1) with questions about MR ADR process or denied claims.

## ADR Process Resources

- Program Integrity Manual (CMS Pub. 100-08) Ch. 3: <http://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/pim83c03.pdf>
- Medical Review Additional Development Request (ADR) Process Postpayment Review Web page: [https://www.cgsmedicare.com/hhh/medreview/adr\\_postpay.html](https://www.cgsmedicare.com/hhh/medreview/adr_postpay.html)
- myCGS MR ADR Job Aid: <https://www.cgsmedicare.com/hhh/pubs/news/2015/0415/cope28413.html>

### HOSPICE ADR CHECKLIST - Preferred Order

1	ADR Request and cover sheet (provided in ADR letter)
2	Signed election statement
3	Plan of care with physician certification/recertifications
4	Physician Face-to-Face documentation (for third and later benefit periods)
5	Physician orders
6	IDG reviews/POC updates <b>Note: include reviews for each 15-day period to cover the billing period. This may include reviews/updates that occurred prior to the billing period.</b>
7	Admission initial assessment
8	Visit notes (nursing, social worker, chaplain, etc.)
9	Physician visit notes
10	Other relevant documentation

### HOME HEALTH ADR CHECKLIST - Preferred Order

1	ADR Request and Cover Sheet (provided in ADR letter)
2	Physician Face-to-Face documentation
3	Plan of care with physician certification/recertifications
4	Interim/verbal orders
5	OASIS assessment
6	Nursing visit notes
7	Therapy visit notes including evaluations/reevaluations
8	Social work visit notes
9	Aide visit notes
10	Other relevant documentation

