

General Information

1. **Date of request:** Today's date.
2. **Initial Request or Second request:** Mark if this is the first time submitted or second time submitted.
3. **Number of pages (including coversheet):** Indicate the total number of pages in the fax.
4. **HCPCS:** Indicate the specific Healthcare Common Procedure Coding System (HCPCS) code. Do not mark more than one code. One pre-review item per request.

Beneficiary Information:

1. **Name:** Name of Beneficiary.
2. **Address:** Enter the patient's permanent residence on file with the Social Security Administration.
3. **Date of Birth:** Enter the patient's date of birth.
4. **Medicare Health Insurance Claim Number (HICN):** Enter the HICN of the patient as it appears on their Medicare card.

Supplier Information

1. **Supplier Name:** The name of the company/supplier.
2. **Contact's Name:** The first and last name of the person requesting a pre-review.
3. **Address:** Enter the supplier's billing address.
4. **Phone Number:** Enter a contact number where the person requesting a pre-review may be reach if additional information is required.
5. **National Provider Number (NPI):** Enter the 10-digit NPI number assigned by the National Plan and Provider Enumeration System.
6. **Provider Transaction Access Number (PTAN):** Enter the number assigned by the DME MAC.

Instructions:

Please fax this sheet and all supporting documentation to: 1.615.664.5905

The fax cover sheet should be first, followed by the completed form, then the supporting documentation.

If mailed, please send all supporting documentation to: CGS
PO BOX 20010
Nashville, TN 37202

Participation in CGS ConnectSM does not exempt suppliers from the audit process. Our review and recommendations under the CGS ConnectSM program are for educational purposes only and do not guarantee payment for services billed. CGS ConnectSM does offer you professional evaluation of your pre-claim documentation and it provides you with individualized education to prevent future documentation-related errors.

For additional information and support, visit the CGS website at:
<http://www.cgsmedicare.com/>