

## MEDICARE REOPENING REQUEST FORM

**This form should only be used to correct minor billing errors.**

**The following issues cannot be done as a reopening:**

- ❖ **Medical Necessity** (when any documentation is requested) – Please complete a Medicare Redetermination Request Form
- ❖ A single request **correcting the submitted charge & days/units** – Please submit a new corrected claim
- ❖ **Unprocessable claims** (identified on remittance with MA-130) – Please submit a new corrected claim

**Indicate the type of reopening:**

**Single claim correction** (complete sections A, B, & C)

**Multiple claim corrections** (complete sections A & C and attach a copy of the Medicare remittance notices, clearly marking with blue/black ink which claim(s) are being corrected)

### SECTION A

State service was performed in:            IA                      KS                      MO                      NE

Provider's Name \_\_\_\_\_ Provider Group Number \_\_\_\_\_

Requester's Name \_\_\_\_\_ Requester's Telephone Number \_\_\_\_\_

Requester's Relationship to Provider/Beneficiary \_\_\_\_\_

Requester's Signature \_\_\_\_\_ Date signed \_\_\_\_\_

### SECTION B

Beneficiary Name \_\_\_\_\_ Medicare Number \_\_\_\_\_

Date of Service \_\_\_\_\_ ICN (from remittance) \_\_\_\_\_

**PLEASE NOTE:** The carrier reserves the right to refuse to adjust a claim as requested if it appears that such an adjustment would risk incorrect payment or any claims that are not clearly identified for correction. For example, if the initial determination payment cannot be changed, we cannot process the request as a reopening.

### SECTION C

Item(s) to be corrected (please check all that apply):

Date of Service	Billed Amount	CPT/HCPCS Code	Place of Service	Days/Units
Referring Provider NPI	Performing Provider Number	Replacing Modifier	Replacing ICD 9 or 10	
Add Modifier: _____		Add ICD 9 or 10: _____		

Explain the correction (s) needed:

**Send to:**

<b>IOWA</b> WPS GHA Reopenings P.O. Box 8550 Madison, WI 53708	<b>KANSAS</b> WPS GHA Reopenings P.O. Box 7238 Madison, WI 53707	<b>MISSOURI</b> WPS GHA Reopenings P.O. Box 14260 Madison, WI 53708-0260	<b>NEBRASKA</b> WPS GHA Reopenings P.O. Box 8667 Madison, WI 53708
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