

Letter of Medical Necessity

PHILADELPHIA COORDINATED HEALTH CARE

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For more information please visit
www.medicare.gov.
1-800-MEDICARE

Enhancing Access to
Community Health Care



Please visit us on our
website at www.pchc.org

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Philadelphia Coordinated Health Care
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Enhancing Access to Community Health Care

Southeastern PA Health Care Quality Unit

Through Medical Assistance there are standards that have been set to determine whether something is medically necessary or not. The three standards to assess one's need are as follows:

- “ The service or benefit will, or is reasonably expected to prevent the onset of an illness, condition or disability
- The service or benefit will, or is reasonably expected to, reduce or ameliorate the physical, mental, or developmental effects of an illness, condition or disability.
- The service or benefit will assist the individual to achieve or maintain the maximum functional capacity in performing daily activities taking into account both the functional capacity of the individual and those functional capacities that are appropriate for individuals of the same age.”

(Health Choices RFP)

When planning to write a letter of medical necessity there are key components that are necessary to include in order to provide a proficient argument for the requested denied services. Things to be sure to include in the letter are as follows:

- Name of the insured
- Insurance identification numbers
- Date of birth
- Diagnosis
- Description of the condition
- Description of possible extenuating circumstance
- Description of preventative qualities of service or equipment requested

(Health Choices RFP)

For a sample letter of medical necessity to use as a guide, please go to www.pchc.org >

Documents> Publications> Individuals and Families or visit the PA Health Law Project website listed below for another example. To ensure your letter is not denied it is vital to include all pertinent medical information within your letter. Letters lacking information to support medical claims are typically denied. **But**, if your letter is denied and includes all adequate medical information you can file an appeal, which is also known as a grievance. You may also request to have a hearing, which can include an Administrative Law Judge or **DPW** representative to be involved.

If there is urgency for a patient to have certain services that are being denied, it is important to file the grievance or hearing expediently as it would need to be resolved within 72 hours. In an expedited case it is important that the patient's practitioner is included in the process in order to provide medical notes that give insight into the needs of the patient.

If the patient, provider and support's continue to face difficulties with the appeals process you can contact the **Pennsylvania Health Law Project** at 1-800-274-3258 or go to their website <http://www.phlp.org/> for more information. They will provide you with further assistance through their Legal Advocates, which can advise or provide representation as needed.

May 6, 1999

Mr. John Doe
C/o Bogus Brothers
9999 W. Passayunk Avenue
Philadelphia, PA 19145

SAMPLE

RE:

Dear John:

I am writing this letter of medical necessity for _____ whom I follow in the Department of Rehabilitation Medicine in the University of Anywhere Health System. As you know, _____ has a diagnosis of cerebral palsy with spastic Quadriplegia and a neuromuscular scoliosis that is slowly progressive. He has a paraparesis and spasticity in the lower extremity with associated equinovarus deformity there. Further, as part of the neuromuscular scoliosis, there has been inevitable spinal and nerve root compression causing deficits in sensation in his feet. Thus, I believe that a pair of custom molded therapeutic shoes is medically necessary and absolutely essential for him. These are necessary to accommodate his foot deformity and sensory deficits there. I believe that these shoes should be reimbursable. They are necessary because they will allow him some stable base of support for pivot and scooting transfers as his feet hit the ground. Further, they will protect his feet from skin breakdown, which would be inevitable, if he were to continue to wear regular shoes or even off the shelf sneakers. Thus, I support the therapeutic shoes that are custom molded as an essential piece of medically necessary equipment for _____.

Please call me if you have any questions.

Sincerely,

Jane A. Doe, M.D.