

These tools do not provide legal advice. Consultation with legal counsel may be appropriate to help identify and pursue claims that should be appealed.

For additional information, visit the Private Sector Advocacy Web site at www.ama-assn.org/go/psa.

Sample letter for inadvertent coding error (as found on page 110 of *AMA Handbook of Physician Office Letters*)

Date

Attn:

Provider Appeals Department

Address

City, State, ZIP Code

Re: Claim reprocessing request

Insured/Plan Member:

Health Plan Identification Number:

Group Number:

Patient Name:

Claim Number:

Claim Date:

Dear Mr./Ms.:

An incorrect code for [a/an] [name of procedure] was submitted on [date].

This [name of procedure] should have been submitted with the diagnosis code of [correct ICD-9-CM code(s)] rather than [previously submitted ICD-9-CM code(s)].

Please correct this coding error and reprocess this claim for payment.

Sincerely,

[Physician]

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