

REQUIRED DOCUMENTATION CHECKLIST

(additional information may be requested at the discretion of DRM)

Initial Requests

- Enrollment card with any pertinent eligibility documentation
- Executed DRM employee/claimant eligibility form
- Deductible/out of pocket report
- Accident details, police reports, subrogation forms if applicable

Subsequent & Initial Requests

- COBRA documentation, COBRA premium paid to date
- FMLA documentation
- Continued eligibility documentation
- Precertifications, operative reports, medical necessity
- Case Management reports, UR notes
- Hospital bills in excess of \$50,000
- Physician bills in excess of \$5,000
- Fee invoices included on the Paid Claims Report (if applicable)
- Paid claims report (in Excel) that includes the following:
 - * Claimant and Employee Name and ID
 - * Diagnosis code
 - * CPT/Rev codes
 - * Billed amount
 - * Allowed amount
 - * PPO discount
 - * Paid amount
 - * Coinsurance amounts (ded, copay, oop, coinsurance)
 - * Dates of service (to and from)
 - * Rx Charges should include drug name and dosage
 - * Provider name/ID
 - * Payee name
 - * Date Paid
 - * Check Number