

# Attachment IV: Contested Claims Checklist

Date:

**Final Audit Report Name/ No.:**

Check	Document	Comment
<input type="checkbox"/>	Claims Spreadsheet - showing Rec's status & stakeholder comments (if applicable)	
<input type="checkbox"/>	Supporting documents to show why claims were paid correctly: <input type="checkbox"/> Actual Claim <input type="checkbox"/> Claims Summary and Cover Sheet <input type="checkbox"/> Memo/ Email Communication <input type="checkbox"/> Plan submitted documents <input type="checkbox"/> Other (specify in the comment any new additional supporting doc)	

Prepared By:

Date:

Procedures for claims summary and cover sheet:

1. Provide actual claim
2. Highlight, box and (or) underline the claim number, claim amounts, member ID, incurred date, etc.
3. Provide a thorough description of how the claim was paid correctly
4. Provide a listing and explanation of codes and modifiers.
5. Please note, if the supporting documentation does not include an explanation, we may not consider the documentation and the claim will remain an unallowable charge.