



Medicare Advantage Question and Complaint Process for Provider Organizations

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The Centers for Medicare & Medicaid Services (CMS) has published a new centralized form and compliant process for providers seeking assistance from the agency in resolving Medicare Advantage (MA) claims issues. While CMS allocates the MA program oversight across the agency's ten regional offices, the agency will now receive and process all MA inquiries and complaints from providers through a centralized email. This will replace the current process of contacting CMS' regional emails for MA complaints and questions.

When to use the complaint process?

- **Provider Appeal Complaint:** Submitted by a contracted or non-contracted provider alleging an MA plan's failure to follow the applicable appeals process. Noncompliance includes when an MA plan fails to alert the provider of the appeal process or fails to respond to a submitted appeal.
- **Claims Payment Dispute:** Provider's dispute over the amount the MA plan paid for an approved service. Appealable decisions include those in which the plan partially approved claims or instances when submitted services were altered by the plan, e.g., downcoding, bundling, or approving at a lower level of care, resulting in a lower payment amount.

CMS has made the new form available through the American Hospital Association (AHA) and state hospital associations. For convenience, we have attached it as well. The complaint form is a cover sheet that must be submitted to CMS in a password-protected file, along with the requested documentation as indicated on the form, to the new CMS Drug and Health Plan Operations (DHPO) email at medicarepartcdquestions@cms.hhs.gov.

CMS will direct the MA plan to investigate the case within 30 days and work directly with the provider toward resolution. To follow up on a complaint after submission, the provider should communicate directly with the MA plan. If the MA plan does not respond in a timely manner, the provider may contact the CMS office that received the complaint for a status update. CMS staff will input the complaint into the Complaints Tracking Module and confirm receipt by providing a complaint ID for reference.

For CMS to act upon cases submitted through the new email, the provider must:

- Include all information and documentation requested on the cover sheet.
- Refrain from providing additional documentation *not* listed on the cover sheet (such as medical records).
- Certify that an effort was made to resolve the issue with the MA plan before contacting CMS.

CMS reminds providers that its role is not to determine medical necessity, or payment amounts for disputed cases, but the agency will seek to identify trends in provider complaints and investigate or address broader issues with MA plans where appropriate.

Resources:

- Attached Medicare Advantage (MA) Provider Complaint Submission Form (Page 4 - Appeal/Claim Payment Dispute Cover Sheet)
- CMS Link: [HowtoPasswordProtect or Encrypt a Document](#)

Sources:

<https://www.cms.gov/medicare/appeals-grievances/managed-care>

https://www.tha.org/wp-content/uploads/2024/08/2024-08-20_MA_CMS-Complaint-Question-Process_f.pdf

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