

**STATE OF OKLAHOMA
OKLAHOMA HEALTH CARE AUTHORITY**

**FORM MEMO REGARDING APPELLANTS IN
SURVEILLANCE AND UTILIZATION REVIEW CASES**

Instructions

THIS MEMO GOES TO ALL APPELLANTS WHO TIMELY FILE A CASE WITH THE OKLAHOMA HEALTH CARE AUTHORITY (OHCA) REGARDING SURVEILLANCE AND UTILIZATION REVIEW CASES.

Dear _____

The Oklahoma Health Care Authority is in receipt of your appeal regarding Case No. _____ and SURS LOG # _____. Based on the receipt of the case we will begin the process of completing the appeal.

Because these cases follow a special appeals procedure, it is important to advise you of the procedure we will follow. Under OAC (Oklahoma Administrative Code) 317:2-1-2.3 (1) (check citation) your case will be heard by a Subcommittee of the Medical Advisory Committee. Attached is a copy of the regulations we cite in this letter. The Subcommittee is made up of volunteer physicians and other medical providers who meet every other month to make recommendations regarding agency regulations and decisions made by the Oklahoma Health Care Authority. The Subcommittee membership is set by the Chairman of the Medical Advisory Committee and not by OHCA.

After the Subcommittee meets to consider your case they make a recommendation to the State Medicaid Director who will issue a decision regarding your case. OAC 317:2-1-2.3 (F) & (G).

If additional documentation is necessary for us to process your appeal you will be notified concerning what we need, and the date we expect you to provide the requested materials needed to complete your appeal. In this case, we will not proceed with the appeal until we have received the requested documentation.

IT IS IMPORTANT TO NOTE THE FOLLOWING REGARDING THE PROCESS BEFORE THE SUBCOMMITTEE OF THE MEDICAL ADVISORY COMMITTEE.

At the request of the subcommittee, consideration of cases before the Subcommittee is "blind" paper reviews of the cases. This means that the Subcommittee is not aware of the name of the provider or the names of the Medicaid members involved in the case. This process further insures a fair consideration by the subcommittee. For this reason, we ask that you do not directly forward materials to the subcommittee. If you have materials that need

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to be considered, please send those to the Legal Division so we can insure the process is a "blind" process.

As required in our policy, the subcommittee is in control of what questions are asked of us during its consideration of the case. If they want participation from the agency or the provider they ask for that participation. OAC 317:2-1-2.3 (1) (E). **BECAUSE THIS PROCESS IS A PAPER REVIEW IT IS VERY IMPORTANT THAT YOU PUT YOUR CONTENTIONS ABOUT THE APPEAL IN WRITING.**

We will schedule the case before the Subcommittee at the next scheduled meeting unless we contact you. In some cases, we are unable to prepare all the materials to send to the subcommittee in adequate time to be considered. In these cases, we will schedule the case to be heard at the next Subcommittee meeting. In any event, we will notify you of the date when your case will be considered by the Subcommittee. In all cases you will be sent copies of the materials sent to the subcommittee.

Should you have any questions about the directions in this letter, the legal procedure regarding the appeal, or what is required by you please telephone the Legal Division of the Health Care Authority and speak to _____ at _____.

Sincerely,

Howard J. Pallotta,
General Counsel