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# “Notice of Denial of Medical Coverage” Skilled Nursing Facility

## What?

A standardized notice developed by CMS that the provider of service must deliver to the Quartz Medicare Advantage (HMO) member or their authorized representative before admission to a skilled nursing facility for a non-skilled stay.

This is a CMS notice and must be used in the format provided.

Only information in the requested areas can be added.

An electronic copy of the notice can be downloaded off the Quartz Medicare Advantage provider page at [QuartzBenefits.com/MedicareAdvantage](https://QuartzBenefits.com/MedicareAdvantage)

## Why?

Inform Quartz Medicare Advantage members or their authorized representatives of their financial liability.

Inform Quartz Medicare Advantage members of their appeal rights.

## When?

Notice is given prior to, or at the time of admission to a skilled nursing facility when the member is admitting under a non-skilled stay.

## How?

The provider of service should follow the steps below:

**STEP 1:** Identify when notice needs to be delivered.

**STEP 2:** Provider should fill in the designated spots on the notice in at least 12-point font.

**STEP 3:** Deliver the notice to the member or their authorized representative (AR).

Member or their AR must SIGN and DATE the notice.

### **Refusal to sign**

If refusal to sign and date notice should occur, the provider should date and annotate its copy of the notice to indicate refusal. The date of the refusal would be considered the date of the receipt of the notice.

**STEP 4:** FAX signed and dated notice to: Quartz Medicare Advantage — Medical Management department at fax # (608) 775-8003.

The provider should give a copy of the signed and dated notice to the member and retain the original signed and dated notice in the patient’s case file.