INDEPENDENT EXTERNAL REVIEW
Appealing a Denied Medical or Dental Claim

New Hampshire law gives individuals who are covered by fully-insured, health or dental insurance plans the right to have a nationally-accredited, independent, medical review organization (IRO), which is not affiliated with his/her health insurance company, review and assess whether the company’s denial of a specific claim or requested service or treatment is justified. These reviews are available when a recommended service or treatment is denied on the basis that it does not meet the insurer’s requirements for medical necessity, appropriateness, health care setting, level of care or effectiveness. This review is called Independent External Appeal, External Health Review or simply External Review.

There is no cost to the patient for an external review.

To be eligible for Standard External Review, the patient must (1) have a fully-insured health or dental insurance plan, (2) have completed the insurer’s internal appeal process, and (3) have received a final denial of services from the insurer. A standard external review must be submitted to the Insurance Department within 180 days of the insurance company’s final denial and may take up to 60 days for the IRO to make its decision.

To be eligible for Expedited External Review, the patient must (1) have a fully-insured health or dental insurance plan, and (2) the treating provider must certify that delaying treatment will seriously jeopardize the life or health of the patient or will jeopardize the patient’s ability to regain maximum function. IROs must complete expedited reviews within 72 hours. An expedited external review may be requested and processed at the same time the patient pursues an expedited internal appeal directly with the insurance company.

For more information about external reviews, see the Insurance Department’s Consumer Guide to External Review, available at www.nh.gov/insurance, or call 800-852-3416 to speak with a Consumer Services Officer.

Have a question or need assistance?
Staff at the Insurance Department is available to help.
Call 800-852-3416 to speak with a consumer services officer.
SUBMITTING A REQUEST FOR EXTERNAL REVIEW

To request an external review, please provide the following documents to the New Hampshire Insurance Department at the address below:

☐ The enclosed, completed application form - signed and dated on page 6.  
  ** The Department cannot process this application without the required signature(s) **
☐ A photocopy of the front and back of the patient’s insurance card or other evidence that the patient is insured by the health or dental insurance company named in the appeal.
☐ A copy of the Health Insurance Company’s letter, denying the requested treatment or service at the final level of the company’s internal appeals process.
☐ Any medical records, statements from the treating health care provider(s) or other information that you would like the Independent Review Organization to consider in its review.
☐ If requesting an Expedited External Review, the treating Provider’s Certification Form.

If you have questions about the application process or the documentation listed above, please call the Insurance Department at 1-800-852-3416.

Mailing Address:

    New Hampshire Insurance Department
    Attn:  External Review Unit
    21 South Fruit Street, Suite 14
    Concord, NH  03301

Expedited External Review applications may be faxed to (603) 271-1406 or sent by overnight carrier to the address above. If you wish to email the application package, please call the Insurance Department at 1-800-852-3416.
EXTERNAL REVIEW APPLICATION FORM
Request for Independent External Appeal of a Denied Medical or Dental Claim

Section I – Applicant Information

Patient’s Name: ___________________________  Patient’s Date of Birth: ______________
Applicant’s Name: _________________________  Applicant’s Email: ____________________
Applicant’s Mailing Address: ________________________________
   City: ___________________  State: _______  Zip Code: ______
Applicant’s Phone Number(s):  Daytime: (____)__________  Evening: (____)___________

Section II – Appointment of Authorized Representative

** Complete this section, only if someone else is representing the patient in this appeal **

You may represent yourself or you may ask another person, including your treating health care provider, to act as your personal representative. You may revoke this authorization at any time.

I hereby authorize _________________________________ to pursue my appeal on my behalf.

________________________________________________________        _________________
Signature of Enrollee (or legal representative – Please specify relationship or title)        Date

Representative’s Mailing Address: ________________________________________________
   City: ___________________  State: _____  Zip Code: ______
Representative’s Phone Number(s):  Daytime: (____)_________  Evening: (____)_________
Section III - Insurance Plan Information

Member’s Name: __________________________ Relationship to Patient: __________________

Member’s Insurance ID #: __________________ Claim/Reference #: __________________

Health Insurance Company’s Name: _______________________________________________

Insurance Company’s Mailing Address: ____________________________________________

City: ____________________________ State: _____  Zip Code: _______

Insurance Company’s Phone Number: (_____) __________________

Name of Insurance Company representative handling appeal: _________________________

Is the member’s insurance plan provided by an employer?  Yes ____ No ____

- Name of employer: ______________________
- Employer’s Phone Number: (____) ________________
- Is the employer’s insurance plan self-funded? Yes* ____ No ____
  * If you are not certain, please check with your employer. Most self-funded plans are not eligible for external review. However, some self-funded plans may provide external review, but may have different procedures.

New Hampshire Premium Assistance Program

Is the patient’s health insurance provided through the Medicaid Premium Assistance Program, which is administered by the NH Department of Health and Human Services?

Yes ____ No ____

If yes, please provide the Medicaid ID number & complete the following records release:

Medicaid ID Number: ____________________________

I, ____________________________, hereby authorize the New Hampshire Insurance Department to release my external review file to the New Hampshire Department of Health and Human Services (DHHS), if I request a Medicaid Fair Hearing following my independent external review. I understand that DHHS will use this information to make a Fair Hearing determination and that the information will be held confidential.
Section IV – Information about the Patient’s Health Care Providers

Name of Primary Care Provider (PCP): _____________________________________________
PCP’s Mailing Address: _________________________________________________________

    City: ________________ State: _____ Zip Code: _______

PCP’s Phone Number: (_____) _______________

Name of Treating Health Care Provider: ____________________________________________
Provider’s clinical specialty: _____________________________________________________
Treating Provider’s Mailing Address: ______________________________________________

    City: ________________ State: _____ Zip Code: _______

Treating Provider’s Phone Number: (_____) _______________

Section V – Health Care Decision in Dispute

Describe the health insurer company’s decision in your own words. Include any information you have about the health care services, supplies or drugs being denied, including dates of service or treatment and names of health care providers. Explain why you disagree.

Please attach the following:

- Additional pages, if necessary;
- Pertinent medical records;
- If possible, a statement from the treating health care provider indicating why the disputed service, supply, or drug is medically necessary.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Continued on next page
Section VI – Expedited Review

** Complete this section, only if you would like to request expedited review **

The patient may request that the external review be handled on an expedited basis. To request expedited review, the treating health care provider must complete the attached Provider Certification Form, certifying that a delay would seriously jeopardize the life or health of the patient or would jeopardize the patient’s ability to regain maximum function.

Do you request an expedited review? Yes _____ No _____

Applications for Expedited External Review may be faxed to (603) 271-1406 or sent by overnight carrier to the address on the top of this form. To email the appeal, please call the Insurance Department at 1-800-852-3416 for additional instructions.
Section VII – Request for a Telephone Conference

** Complete this section, only if you would like to request a telephone conference **

If the patient, the authorized representative or the treating health care provider would like to discuss this case with the Independent Review Organization and the insurer in a telephone conference, select “Yes” below and explain why you think it is important to be allowed to speak about the case. If you do not request a telephone conference, the reviewer will base its decision on the written information only. The request for a telephone conference will be granted only if there is a good reason why the written information would not be sufficient.

** Telephone conferences often cannot be completed within the timeframe for expedited reviews **

Do you request a telephone conference? Yes _____ No _____

My reason for requesting a phone conference is:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
VIII – Authorization and Release of Medical Records

I, ________________________________, hereby request an external review and authorize the patient’s insurance company and the patient’s health care providers to release all relevant medical or treatment records to the Independent Review Organization (IRO) and the New Hampshire Insurance Department. I understand that the IRO and the Department will use this information to make a determination to either reverse or uphold the insurer’s denial. I also understand that the information will be kept confidential. I further understand that neither the Commissioner nor the IRO may authorize services in excess of those covered by the patient’s health care plan. This release is valid for one year.

______________________________        _____________________
Signature of Enrollee (or legal representative – Please specify relationship or title)                 Date

Before submitting this application, please verify that you have …

☐ Completed all relevant sections of the External Review Application Form
  • If appointing an authorized representative, the patient must complete Section II.
  • If requesting an Expedited External Review, Section VI must be completed and the Provider Certification Form must be submitted.
  • If requesting a telephone conference, Section VII must be completed.

☐ Signed and dated the External Review Application Form in Section VIII.

☐ Attached the following documents:
  • A photocopy of the front and back of the patient’s insurance card or other evidence that the patient is insured by the health or dental insurance company named in the appeal.
  • A copy of the Health Insurance Company’s letter, denying the requested treatment or service at the final level of the company’s internal appeals process.
  • Any medical records, statements from the treating health care provider(s) or other information that you would like the Independent Review Organization to consider in its review.
  • If requesting an Expedited External Review, the treating Provider’s Certification Form.
The New Hampshire Insurance Department administers the external review process for all fully-insured health and dental plans in New Hampshire. A patient may submit an application for External Review, when his/her health or dental insurer has denied a health care service or treatment, including a prescription, on the basis that the requested treatment or service does not meet the insurer’s requirements for medical necessity, appropriateness, health care setting, level of care or effectiveness.

The time frame for receiving a decision from an Independent Review Organization (IRO) for a Standard External Review is up to 60 days. Expedited External Review is available, only if the patient’s treating health care provider certifies that, in his/her professional judgment, adherence to the time frame for standard review would seriously jeopardize the life or health of the covered person or would jeopardize the covered person’s ability to regain maximum function.

The time frame for receiving a decision from an IRO for an Expedited External Review is within 72 hours. An Expedited External Review may be requested and processed at the same time the patient pursues an Expedited Internal Appeal directly with the insurance company.

** Expedited External Review is not available, when services have already been rendered **

** GENERAL INFORMATION **

Name of Treating Health Care Provider: ________________________________

Mailing Address: ______________________________________________________

City: ____________________________ State: _______ Zip Code: _____________

Phone Number: (_____)___________________ Fax Number: (_____)____________________

Email Address: _________________________________________________________

Licensure and Area of Clinical Specialty: _________________________________

Name of Patient: ________________________________________________________
PROVIDER CERTIFICATION

I hereby certify that I am a treating health care provider for ____________________________ (hereafter referred to as “the patient”); that adherence to the time frame for conducting a standard review of the patient’s external review would, in my professional judgment, seriously jeopardize the life or health of the patient or would jeopardize the patient’s ability to regain maximum function; and that for this reason, the patient’s appeal of the denial by the patient’s health insurer of requested medical services should be processed on an expedited basis.

I am aware that the Independent Review Organization (IRO) may need to contact me during non-business hours for medical information and that a decision will be made by the IRO within 72 hours of receiving this Expedited External Review request, regardless of whether or not I provide medical information to the IRO.

During non-business hours I may be reached at: (_____) ______________________________.

I certify that the above information is true and correct. I understand that I may be subject to professional disciplinary action for making false statements.

________________________________________
Treating Health Care Provider’s Name (Please Print)

________________________________________
Signature                                         Date