

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Appeals Department Address]
[City, State, Zip Code]

RE: Appeal of Claim Downcoding

Patient Name: [Patient Name]
Member ID: [ID Number]
Claim Number: [Claim Number]
Date of Service: [Date of Service]
Provider: [Facility/Doctor Name]

To the Appeals Committee,

I am writing to formally appeal the decision to downcode the Level of Service for the Emergency Room visit referenced above. The claim was submitted as a [Original Level, e.g., Level 4/5] but was reimbursed at a [Downcoded Level, e.g., Level 2/3]. I believe the original level submitted by the provider accurately reflects the severity of illness and the complexity of medical decision-making required.

On the date of service, I presented to the emergency department with the following acute symptoms: [List symptoms, e.g., severe chest pain, high fever, etc.]. These symptoms required immediate medical evaluation to rule out life-threatening conditions.

The severity of my condition justified the higher level of service based on the following:

- **Complexity of Presentation:** My symptoms were acute and required an extensive medical history and physical examination.
- **Diagnostic Testing:** The physician ordered [List tests, e.g., CT scans, blood panels, EKG] to reach a diagnosis.
- **Medical Decision Making:** The provider had to manage a [High/Moderate] risk of complications or morbidity associated with my symptoms.

According to CPT guidelines, the level of an Emergency Department visit is determined by the nature of the presenting problem and the complexity of the medical decision-making, not just the final diagnosis. Based on the intensity of the evaluation required, the original coding was appropriate.

Please review the attached medical records and reconsider this claim for payment at the original level. I look forward to your response within 30 days.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached medical records, doctor's notes, or test results]