

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Request for Medical Coding Correction (Diagnostic to Preventive)**

Patient Name: [Patient Full Name]  
Policy Number: [Insurance ID Number]  
Claim Number: [Claim Number]  
Date of Service: [Date of Visit]

To Whom It May Concern,

I am writing to formally request a coding correction for the above-referenced claim. This claim was mistakenly submitted with a diagnostic ICD-10 code; however, the service provided was a routine preventive screening.

The patient was seen for a [Type of Procedure, e.g., Screening Colonoscopy/Annual Wellness Exam] as part of standard preventive care. No symptoms or prior conditions were present that would justify a diagnostic classification at the time of the encounter.

Please update the claim record as follows:

- **Original Code:** [Insert Diagnostic Code used]
- **Revised Code:** [Insert Preventive ICD-10 Code, e.g., Z00.00 or Z12.11]

We request that you re-process this claim under the patient's preventive care benefits, which typically allow for 100% coverage with no patient cost-sharing. Attached, please find the supporting medical records for this visit.

Thank you for your prompt attention to this matter. Please notify our office once the adjustment has been completed.

Sincerely,

[Signature]  
[Printed Name and Title]  
[Clinic/Facility Name]  
[NPI Number]