

**ADDITIONAL DOCUMENTATION REQUEST**

Date: <MM/DD/CCYY>

ATTN: <Title>  
ATTN: <Dept.>  
<PROVIDER NAME>  
<ADDRESS>  
<ADDRESS>  
<CITY ST ZIP>

Dear <Provider Name>,

The Department of Veterans Affairs (VA) has retained Cotiviti to conduct reviews of claims paid by VA for health care services to ensure the integrity of the payments, including coding validation, reimbursement accuracy, compliance with regulations, policies, contractual requirements, authorizations and utilization standards. The information in this letter is CONFIDENTIAL and may contain protected health information that may only be re-disclosed in accordance with the 45 CFR Parts 160, 162 and 164 (Standards for Privacy of Individually Identifiable Health Information).

As part of its review process, Cotiviti will review and analyze the medical documentation that has been previously submitted to VA. The purpose of this correspondence is to notify you that you have the opportunity to submit additional medical documentation supporting your claim(s) at this time. This request is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, which allows release of information without explicit patient consent for treatment, payment and health care operations.

Please submit medical records for the enclosed Pull List within 30 days from the date of this letter and in accordance with the following submission instructions. Failure to submit the additional documentation within the prescribed timeline may result in a finding of unsubstantiated payment and may result in recommendation for recoupment of payment(s).

**INSTRUCTIONS TO SUBMIT RECORDS:**

**MAIL HARD COPY:**

- Send the medical record documentation
- Send a copy of this letter along with a copy of the Pull List, highlighting the corresponding claim number(s)
- Please make sure all pages are complete and legible

**MAILING ADDRESS:**

C/O Cotiviti-1000  
731 Arbor Way  
Box 12020  
Blue Bell, PA 19422

Thank you for your cooperation and prompt attention in this matter. If you have any questions, please contact Provider Services at 855-287-1667, Monday through Friday between 6:00 a.m. and 5:00 p.m. PST.

Sincerely,

Cotiviti

Enclosure: Pull List