**Reed & Associates, CPAs - CMS Retroactive Processing Contractor (RPC)**

**Enrollment Data Validation Review**

**Cancellation of Disenrollment Transaction (TTC 81) Documentation Worksheet**

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| --- | --- | --- | --- |
| **Transaction ID:** |       | **Beneficiary ID:** |       |
| **Beneficiary Name:** |            |
| **POA or Legal Representative (if applicable):** |  |
| **Contract Number:** |       | **Effective Date:** |       |
|  |
| **Reason for Cancellation of Disenrollment Transaction** *(Please be as detailed as possible)***:**       |
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| **General Documentation Guidelines For Cancellation of Disenrollment Transactions** |
| Below you will find a general list of required documentation to substantiate a cancellation of disenrollment transaction for the beneficiary listed above. See the “Documentation Requirements Matrix” Excel file under the Enrollment Data Review Toolkit section of the RPC’s website for additional documentation requirements for Cancellation of Disenrollment Transactions. Please provide a copy of one or more of the following documents to substantiate a cancellation of disenrollment transaction: |
| **[ ]**  A written request to cancel the disenrollment |
| **[ ]**  A verbal request to cancel the disenrollment (phone log) |
| **[ ]**  A disenrollment verification notice from other plan |
| In addition to providing one or more of the documents above, please provide a copy of one or more of the following documents to completely substantiate a cancellation of disenrollment transaction: |
| **[ ]**  A cancellation of disenrollment notification |
| **[ ]**  A letter log with a cancellation of disenrollment notification template |

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