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

**RPC Documentation Worksheet**

***Please use this document to provide information to the RPC on the details of this request.***

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| **Date:** |       | **Category 2 or 3:** |       |
| **Transaction Type:** | [ ]  Enrollment [ ]  Reinstatement [ ]  Disenrollment [ ]  PBP Change [ ]  Segment Change [ ]  Combination transaction  |
| **Beneficiary Name:** |       |
| **Beneficiary ID (MBI):** |       |
| **POA or Legal Representative (if applicable):** |       |
| **Contract Number:** |       | **PBP Number:** |       | **Segment Number:** |       |
| **Plan Type:** |       | **Election Period:** |       |
| **SEP S Group Code** |       | **SEP S Reason Code** |       |
| **Effective Date of Retroactive Transaction:** |       | **Application Date (Date Enrollment Transaction Received by Organization):** |       |
| **Reason for Request** *(Please be as detailed as possible)***:**       |
| *For Enrollments, please specify form of Enrollment (i.e., paper, telephonic, online, OEC, etc.):* *.**For Telephonic Enrollments, Date of call MUST be specified:      .* *For OEC, Electronic, and Telephonic Enrollments, Confirmation # MUST be specified:      .*

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| **General Retroactive Documentation Guidelines for Transactions****(The following are some of the most common requirements for the transaction types)***See the “Required Documents” spreadsheet under the Toolkit section of the RPC’s website for a complete detailed list of requirements* |
| **Enrollment Transactions**  | **PBP Change Transactions** | **Segment Change Transactions** |
| **[ ]**  RPC Documentation Worksheet with explanation | **[ ]**  RPC Documentation Worksheet with explanation | **[ ]**  RPC Documentation Worksheet with explanation |
| **[ ]**  Enrollment Form  (signed & dated showing the receipt date) | **[ ]**  Enrollment Form or Short Enrollment Form |  |
| **[ ]** RDS waiver | **[ ]** RDS waiver |  |
| **Reinstatement Transactions** | **Disenrollment Transactions** | **Plan Error** |
| **[ ]**  Reinstatement Request *(reinstatements only)* | **[ ]**  RPC Documentation Worksheet with explanation | **[ ]**  Explanation of Plan Error *Per Chapter 2 - Section 60.4, 60.5**Chapter 3 – Section 60.3, 60.4**If the request for retroactive action is due to plan error, the organization must provide a clear and detailed explanation of the plan error including why the retroactive action is necessary to correct the error.* |
| **[ ]**  Continue to Use Notice *(reinstatements only)* | **[ ]**  Disenrollment Request (showing the receipt date) |

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| **Special Cases:** **[ ]  EGHP (Employer Subsidy Waiver)** **[ ]  Other (explain):**       |