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

**RPC Documentation Worksheet – LIS Re-Enrollment**

***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:** | LIS Re-Enrollment after Reassignment Disenrollment | | | | | | | | | | |
| **Beneficiary Name:** | |  | | | | | | | | | |
| **Beneficiary ID (MBI):** | | | |  | | | | | | | |
| **POA or Legal Representative (if applicable):** | | | |  | | | | | | | |
| **Contract Number:** | |  | | **PBP Number:** | |  | | **Segment Number:** | | |  |
| **Plan Type:** | |  | | **Election Period:** | | | Election Type U | | | | |
| **Effective Date of Retroactive Transaction:** | | |  | **Application Date (Date Enrollment Transaction Received by Organization):** | | | | | |  | |
| **Reason for Request** *(Please be as detailed as possible)***:** | | | | | | | | | | | |
| |  | | --- | | **General Retroactive Documentation Guidelines for Transactions**  **(The following are requirements for the LIS Re-Enrollment after the CMS Reassignment process)**  *See the “Required Documents” spreadsheet under the Toolkit section of the RPC’s website for a complete detailed list of requirements* | | **Re-Enrollment Transactions** | | RPC Documentation Worksheet with explanation (optional) | | Valid enrollment mechanism | | MARx reflects the beneficiary was involved in the LIS Re-Assignment | | | | | | | | | | | | |
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