**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)***:**  |
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| **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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