



**NOMNC VALID DELIVERY DOCUMENTATION FORM
(Wisconsin SNF, HHA or CORF)**

(This form is to be used when delivery of the NOMNC notice is by phone to the member's representative)

THIS FORM IS FOR PROVIDER USE ONLY—DO NOT SEND TO MEMBER'S REPRESENTATIVE

NOMNC notice regarding: _____
(Member's Full Name)

I _____ contacted _____ on
(Facility Representative) (Name of Member's Representative)
_____ at _____ at _____.
(Date) (Time) (Phone Number)

I explained the following:

- _____ Member's last covered day would be _____.
- _____ If member's representative disagreed with this notice, the member's representative could appeal this decision.
- _____ MetaStar is the review organization that would handle the Appeal and their toll free number is 1-800-362-2320.
- _____ In order to request an expedited review, MetaStar must be called before noon on _____.

I mailed the NOMNC notice to the member's representative on _____.
(Mailing date should be the same date as the telephone notification.)

Signed: _____
(SNF, HHA or CORF Representative)

Instructions: UCare's Utilization Management Program created this form to help skilled nursing facilities (SNF), home health agencies (HHA) or comprehensive outpatient rehabilitation facilities (CORF) achieve compliance when delivery of the NOMNC notice is by telephone to the member's representative. Usage of this form is optional. However, all CMS valid delivery requirements must then be documented in the member's chart notes. This form is for internal staff use only. It should not be mailed to the member's representative. UCare recommends that this form be filed with the copy of the NOMNC notice that is mailed to the member's representative. (If the member's representative returns a signed copy of the NOMNC notice, then file this form with signed NOMNC.) (UCare revised 1/9/08.)