



RECOUPMENT PROCESSING EXCEPTION REQUEST

To request non-standard recoupment processing, please acknowledge the standard practice and select the type of exception preferred. Note that the exception may be applied only at the tax identification level.

Standard Recoupment Processing

Notification of overpayment is sent to the provider, allowing 60 days for the provider to refund the overpayment. If no refund is received within 60 days, Alliant recoups the overpayment from future payments.

Practice Name

TIN

Requested Effective Date of Exception (MM/DD/YYYY)

We request a recoupment processing exception request for all providers billing under TIN. All requests should be processed under the following exception:

- Notification is sent to provider and overpayment is recouped the following week
OR
- No notification is sent to provider and overpayment is recouped upon discovery

Automatically recoup all currently outstanding overpayments

*If a provider feels an automatic recoupment has been performed in error, an appeal may be submitted in writing within 180 days of the recoupment date.

Sign Here	Signature	Date (MM/DD/YYYY)
	Printed Name	Title

Notice of Non-Discrimination

Alliant Health Plans complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Alliant Health Plans does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Alliant Health Plans:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
 - Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact Sabrina LeBeau.

If you believe that Alliant Health Plans has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Sabrina LeBeau, Compliance Officer, 1503 N. Tibbs Rd. Dalton, GA 30720, Ph: (706) 237-8802 or (888) 533-6507 ext 125, Fax: (706) 229-6289, Email: Compliance@AlliantPlans.com. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Sabrina LeBeau is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

