**MEDICARE MANAGED CARE and PACE RECONSIDERATION PROJECT**

**KEY PLAN CONTACT**

|  |  |
| --- | --- |
| PLAN CONTACT INFORMATION | * Initial notice
* Change notice
 |
| Plan Name |  |
| CMS Contract Number |  |
|  |  |
| Plan Contact Name |  |
| Plan Contact Title |  |
| Department Title |  |
| Street Address |  |
| Mail Stop |  |
| City |  |
| State |  |
| Zip Code |  |
|  |  |
| Phone Number |  |
| Phone Extension |  |
| Fax Number |  |
| Email Address |  |

The key Plan contact is the individual to which all general appeal information is to be sent by MAXIMUS Federal Services. If a Plan chooses to have all appeal case-specific information come to one Plan individual, the key Plan contact will receive that information as well as general information about the appeals program. For this to happen, the key Plan contact must also be listed on the Reconsideration Background Data Form as the case specific Plan contact person.

Submitted by: Date: