CHECK LIST
South Dakota External Review Application

What you need to send in when applying for an external review

- ☐ Completed request form.
- ☐ $25 application fee payable to SD Division of Insurance (check or money order).
- ☐ Photocopy of insurance identification card or other evidence of coverage by the health insurance company named in the application.
- ☐ Letter from health insurance company or utilization review company that states their decision is final and that all internal review procedures were exhausted or that they waive the requirements to exhaust all internal review procedures.
- ☐ Copy of certificate of coverage or insurance policy benefit booklet, which lists the benefits under my health benefit plan.

If you have any questions about completing the request or if you are requesting an expedited external review contact the Division of Insurance before sending your paperwork for the quickest way to submit the request.

South Dakota Division of Insurance
Attn: External Review
124 S. Euclid Ave., 2nd Floor
Pierre, SD 57501
Phone: 605.773.3563
Fax: 605.773.5369
insurance@state.sd.us

External Review Request Form

South Dakota Division of Insurance
124 S. Euclid Ave., 2nd Floor
Pierre, SD 57501-3185
Phone: 605.773.3563, Fax: 605.773.5369
http://dlr.sd.gov/insurance

This **EXTERNAL REVIEW REQUEST FORM** must be filed with the Division of Insurance **within FOUR MONTHS after receipt of notice of an adverse determination or final determination and you have exhausted the internal grievance process**. If this is a request for an expedited review please contact the Division of Insurance at 605.773.3563.

Applicant Name	☐ Covered Person ☐ Provider ☐ Authorized Representative				
Date of request					
Type of request ☐ Standard ☐ Expedited					
Covered Person / Patient Information					
Name					
Address					
City		State		ZIP	
Telephone		Fax			
E-mail					
Insurance Company					
Name		Individual or Group Plan			
Covered Persons Insurance ID					
Insurance Claim/Reference #					
Address					
City		State		ZIP	
Insurer contact					
Telephone		Fax			
E-mail					
Employer Information					
Name		Phone			
Is the health coverage you have through your employer a self-funded plan? ☐ YES ☐ NO If you are not certain please check with your employer.					
Health Care Provider Information					
Name					
Address					
City		State		ZIP	
Contact Person					
Telephone		Fax			
Medical Record #					

Reason for Health Carrier Denial
Please check one.

☐ The health care service or treatment is not medically necessary.

☐ The health care service or treatment is experimental or investigational.

☐ Other:

Summary of External Review Request
You may attach a copy of the denial from your health carrier or describe in your own words the health care service or treatment in dispute and why you are appealing this denial. You may attach additional pages if there is not enough space.
Please provide all of the following information you want the Independent Review Organization to consider.

- Available pertinent medical records
- Information received from your health company concerning the denial
- Pertinent peer literature or clinical studies
- Any additional information from your healthcare provider

Appointment of Authorized Representative
Fill out this section only if someone else will be representing you in this appeal.

You can represent yourself, or may ask another person, including your treating health care provider, to act as your authorized representative. You may revoke this authorization at any time.

I hereby authorize _____ to pursue my appeal on my behalf.

Address					
City		State		ZIP	
Telephone		Fax			
E-mail					

_____ _____ _____
Signature of Covered Person or legal representative (POA) Parent, Guardian, Conservator or Other Date

Signature and Release of Medical Records

To appeal your health carrier's denial, you must sign and date this external review request form and consent to the release of medical records.

I, _____, hereby request an external appeal. I attest that the information provided in this application is true and accurate to the best of my knowledge. I authorize my insurance carrier and health care providers to release all relevant medical or treatment records to the Independent Review Organization and the South Dakota Division of Insurance. I understand that the Independent Review Organization and the South Dakota Division of Insurance will use this information to make a determination on my external appeal, and that the information will be kept confidential and will not be released to anyone else. This release is valid for one year.

_____ _____ _____
Signature of Covered Person or legal representative Parent, Guardian, Conservator or Other Date

For Use with Expedited Review Only

To Be Completed by Physician

NOTE TO THE TREATING HEALTH CARE PROVIDER

Patients can request an external review when a health carrier has denied a health care service or course of treatment on the basis of a utilization review determination that the requested health care service or course of treatment does not meet the health carrier's requirements for medical necessity, appropriateness, health care setting, level of care or effectiveness of the health care service or treatment you requested. The South Dakota Division of Insurance oversees external appeals. The standard external review process can take up to 45 days from the date the patient's request for external review is received by our division. Expedited external review is available only if the patient's treating health care provider certifies that adherence to the time frame for the standard external review would seriously jeopardize the life or health of the covered person or would jeopardize the covered person's ability to regain maximum function. An expedited external review must be completed within 72 hours. **This form is for the purpose of providing the certification necessary to trigger expedited review.**

General Information

Name of Treating Health Care Provider					
Address					
City		State		ZIP	
Phone		Fax			
E-mail					
Licensure/Area of Clinical Specialty					
Name of Patient					
Patient's Insurer Member ID#					

CERTIFICATION

I hereby certify that: I am a treating health care provider for _____ hereafter referred to as "the patient"; that adherence to the time frame for conducting a standard external review of the patient's appeal would, in my professional judgment, seriously jeopardize the life or health of the patient or would jeopardize the patient's ability to regain maximum function; and that, for this reason, the patient's appeal of the denial by the patient's health carrier of the requested health care service or course of treatment should be processed on an expedited basis.

_____

Treating Health Care Provider's Name (Please Print)

_____ _____

Signature Date