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**Sample Letter to Request External Review of Autism Assessment or Treatment Denial – For Private Insurance**

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Your Name  
Your Address

**Date**

Name and Address of the Health Plan's Appeal Department

**Re:**    **Name of Child:**  
          **Plan ID Number:**  
          **Claim Number:**  
          **Provider Name:**  
          **Date(s) of Service:**

**To Whom It May Concern:**

I am writing to request *[a standard/an expedited (select one)]* external review of your denial of the claim for assessment, treatment, or services provided by *[name of provider on date provided]*.

The reason for denial was listed as *[reason listed for denial on the plan's internal appeal determination]*, but I have reviewed my policy and/or discussed the treatment with my child's provider and believe the treatment or service should be covered.

*Here is where you may provide more detailed information about the situation. Write short, factual statements.*

*You do not need to resubmit documents that you sent for your internal appeal. If you are including new documents, include a list of what you are sending. For example:*

- **Reference and attach letters from your child's medical providers, including your child's treatment plan, prescriber's evaluation or statement of medical necessity, provider's progress notes, etc.**
- *Reference and attach a copy of the internal appeal denial determination and the Plan's EOB, if applicable.*
- *Reference and attach proof of your child's age and provide a copy of your child's insurance card (if either age or coverage is in dispute). Reference and attach proof of your child's Autism Spectrum Disorder diagnosis (if diagnosis is in dispute).*
- *Reference and attach published research, if applicable.*
- *Reference and attach any other new documents you wish to provide to support your appeal.*

**Please send me a list of the documents being sent to the IRO at the address below. I look forward to receiving your response as soon as possible.**

**Sincerely,**

Signature  
Typed Name  
Address  
Email address  
Phone #

Release Date: 08/30/16