

## **Form Instructions for the Detailed Notice of Discharge (DND) CMS-10066**

A hospital or Medicare health plan must deliver a completed copy of this notice to beneficiaries/enrollees upon notice from the Quality Improvement Organization (QIO) that the beneficiary/enrollee has appealed a discharge from an inpatient hospital stay. The DND must be provided no later than noon of the day after the QIO's notification.

**Heading:** Insert contact information here: The name, address and telephone number of the hospital or Medicare health plan that delivers the notice must appear above the title of the form. The entity's registered logo is not required, but may be used.

**Date:** Fill in the date the notice is delivered by the hospital or plan.

**Patient Name:** Fill in the beneficiary's/enrollee's first and last name.

**Patient number:** The Patient number may be a unique medical record or other provider-issued identification number. It may not be the Social Security Number, HICN or any other Medicare number issued to the beneficiary such as the MBI (Medicare Beneficiary Identifier).

**Bullet # 1** The facts used to make this decision: Fill in the patient specific information that describes the current functioning and progress of the beneficiary/enrollee with respect to the services being provided. Use full sentences, in plain language.

**Bullet # 2** The detailed explanation of why the services are no longer covered. Fill in the detailed and beneficiary specific reasons why the hospital stay is no longer reasonable or necessary for the beneficiary/enrollee, or is no longer covered according to the Medicare guidelines. Describe how the beneficiary/enrollee condition does not meet these guidelines. Use full sentences, in plain language.

**Bullet # 3** (Medicare health plans only) The plan policy, provision, or rationale used in the decision if the notice is delivered to a health plan enrollee: Fill in the reasons services are no longer covered according to the plan's policy guidelines, if applicable. Describe how the enrollee does not meet these guidelines. If the plan relied exclusively on Medicare coverage guidelines, please explain that here. Use full sentences, in plain language.

**If you would like a copy of the policy section:** If the hospital or Medicare health plan has not provided the Medicare guidelines or policy used to decide the discharge date, inform the beneficiary/enrollee on how and where to obtain the policy. Provide the hospital/plan name and toll-free number for beneficiaries/enrollees to obtain a copy of the relevant documents sent to the QIO.