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**Regulation 1313 – Form A**

**Petition for Health Care Reimbursement Arbitration**

Arbitration Case # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Office use only*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Claimant Name |  | | | |
| Claimant Practice Group |  | | | |
| Claimant Address |  | | | |
|  |  | | | |
| Work Phone # |  | | | |
| Name of insurance company against which you are making a claim |  | | | |
| Insurance company address |  | | | |
|  |  | | | |
| Insurance company phone # |  | | | |
| Name of Policyholder |  | | | |
| Policyholder Address |  | | | |
| Policy # |  | | | |
| Was the policyholder: \_\_\_\_\_ Patient \_\_\_\_\_ Spouse \_\_\_\_\_\_ Parent or guardian \_\_\_\_ Power of attorney \_\_\_\_ Other | | | | |
| Date of determination of denial of claim |  | | | |
| Amount of your claim | $ | | | |
| Dates of Service | From: |  | To: |  |
| Briefly describe the basis for your claim and attach the notification or explanation that you received from the insurance company  (If needed, attach separate sheet) |  | | | |
| **Prior to the hearing, it is necessary that you submit the appropriate documents to support your Petition to the Delaware Department of Insurance and to the opposing party.**  Parties may present witnesses on their behalf at the hearing, provided that due notice is given. Please list the name, address, and telephone number of all witnesses you expect to appear on your behalf on a separate sheet and attach it to this form.  If a settlement has been offered to you, how much was it? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who will represent you at the hearing? \_\_\_\_\_\_\_ Self \_\_\_\_\_\_\_\_ Attorney  If an attorney will represent you, please provide the following:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Under Delaware law, any person who knowingly, and with intent to injure, defraud, or deceive any insurer files a statement or claim containing false, incomplete, or misleading information is guilty of a felony.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Your Signature Date | | | | |
| Note: In addition to submitting this form to the Department of Insurance, you must also send a copy of this Petition to the insurance company by certified mail, return receipt requested. Use Form C to provide confirmation to the Department that a copy of this Petition was sent to the insurance company. (Forms are available at www.delawareinsurance.gov.) | | | | |
| **Filing Fee: There is a non-refundable filing fee of $50 for claims of $1,000 or less or $100 for claims of more than $1,000. Please enclose a check made payable to the Delaware Department of Insurance.** | | | | |
| For the insurance company recipient: Within 20 days of receiving this Petition, you must return a Form B Response to Petition and three (3) copies to: | Arbitration Secretary  Delaware Department of Insurance  841 Silver Lake Boulevard, Dover, DE 19904 | | | |