



*The Maryland State Medical Society*

## **Guidelines for Successful Claim Appeals**

All claims must first be appealed through the internal appeals process directly with the insurance carrier. The appeal should be submitted in writing by certified mail. If the appeal still results in an adverse decision, a second level of appeal may be in order to one of the following:

### Maryland Insurance Plans

Maryland Insurance Administration  
Life and Health Appeals and Grievance  
200 St. Paul Place  
Suite 2700  
Baltimore, MD. 21202  
(800) 492-6116

### Federal Employee Insurance Plans

Office of Personnel Management  
1900 E Street N.W.  
Washington, DC 20415-0001  
202-606-1800

### Self-Insured, Third Party Administrator, ERISA Plans

U.S. Department of Labor  
1335 East-West Highway  
Suite 200  
Silver Spring, MD. 20910  
(301) 713-2000

**MedChi Network Services**

**800 492-1056 x3360**

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