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 cgeorge@medchi.org