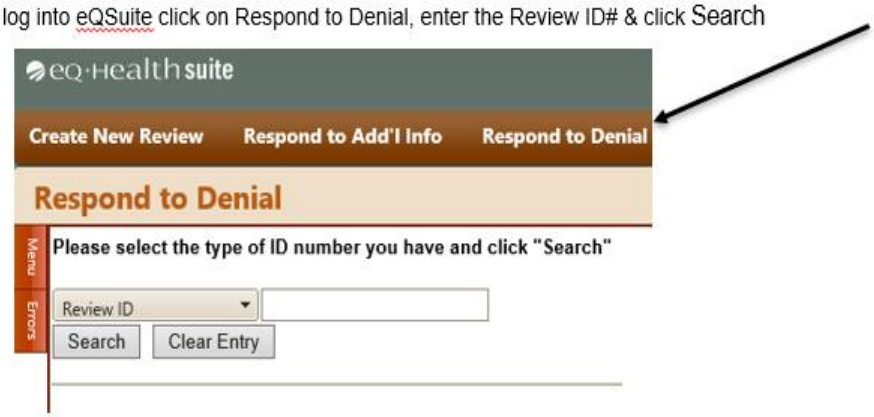
How to request a Reconsideration

- Reconsiderations must be requested within the timeframe outlined in your denial letter

- You can submit a reconsideration online via eQSuite, via fax or phone.

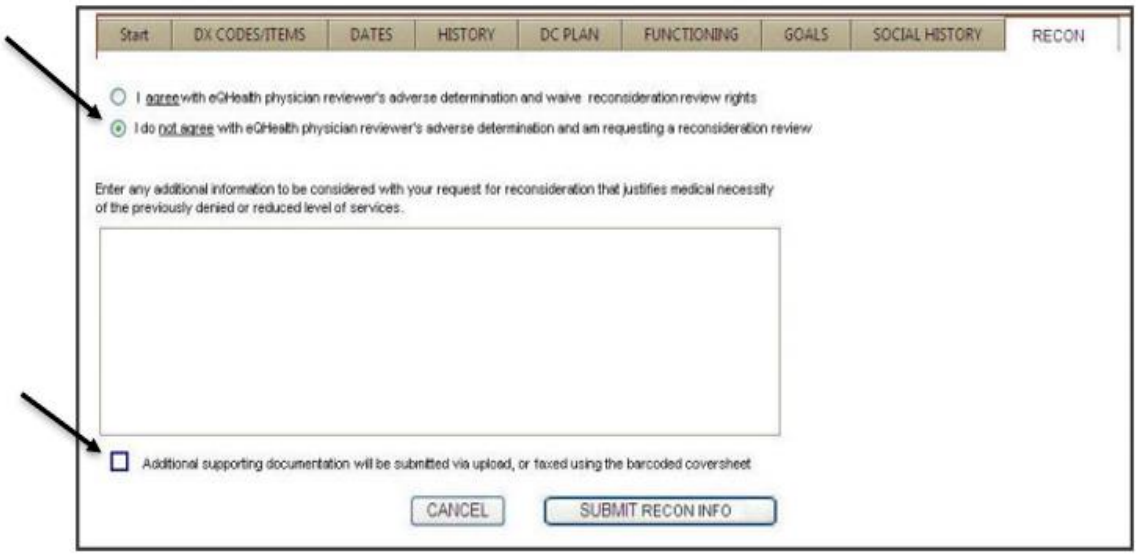
When you log into eQSuite click on Respond to Denial, enter the Review ID# & click Search



Then click on "Open Review"

- You will click **"I do not agree"** and enter any additional information in the text box.

- If you are going to attach additional supporting documentation, check the box that states additional supporting documentation will be submitted.

- Once you click **"Submit Recon Info"** you will be prompted to **"Link Attachments"** and you can either upload the supporting documentation or print a coversheet to fax it over.

- The information must be uploaded or linked on the same business day the recon request is submitted.