

## MEDICAL NECESSITY LETTER COMPONENTS

### The components of a medical necessity letter:

Patient name, date of birth, and plan and group numbers

Physician name and address

Date of the letter

Statement of who you are: the referring physician

Date of the patient's last evaluation

Pertinent medical history (including medical, developmental or laboratory evaluations)

Statement of the patient's expected course

The test requested and why it is **medically necessary**

Signature, professional qualifications and contact information in case the reviewer has questions

Keep a copy of the letter in the patients file – it will be necessary if an appeal is filed.