

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.
ACCESS TO RECOVERY (ATR)**

POLICY MANUAL	AAIR PROGRAM	PAGE	1 of 1
CHAPTER 24	APPEALS	NUMBER	c24.s2.0
SUBJECT	Requirements for Filing an Appeal		
EFFECTIVE DATE	2/1/10		
REVISION DATE			

POLICY:

Applicants, clients, authorized representative(s) of clients, and providers may submit appeals within 45 calendar days of the AAIR determination being appealed. Appeals filed later than 45 calendar days of the AAIR determination will not be reviewed by AAIR unless a written request for an extension of the appeal filing deadline is received and approved by AAIR. Extensions will not be granted unless the appellant is believed to be unable to file the appeal by the deadline because of an extraordinary circumstance, mental incompetence, or physical disability.

PROCEDURE:

AAIR provides a form to aid in the filing of appeals (see c24.a1 – Appeal Form). Appeals may be filed using the following procedure

1. Filing parties may mail or fax appeals to the AAIR Compliance Officer at:
Susan Dahl
Corporate Compliance Officer
California Rural Indian Health Board, Inc.
4400 Auburn Blvd., 2nd Floor
Sacramento, CA 95841
2. AAIR requires the following information from all filing parties:
 - a. Name of applicant, client or provider filing the appeal
 - b. Name of authorized representative filing the appeal on behalf of the applicant, client, or provider (if applicable)
 - c. Contact information for client, provider, or authorized representative filing the appeal
 - d. Date and description of the AAIR determination that is being appealed
 - e. Appeals statement describing the nature and reason for the appeal
 - f. Reason the appealing party believes the AAIR determination was made in error
 - g. Description of the outcome desired to resolve the issue
 - h. Any other information believed to be helpful to AAIR
3. The Corporate Compliance Officer will review all appeals in accordance with c24.s3.0 – Review, Decision, and Notification

[END]