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To: Medicare IPAs
From: IEHP – Delegation Oversight
Date: August 16, 2023
Subject: **Updated: Continuity of Care- Notice of Authorization Letter Template**

We have recently updated the following D-SNP Letter Templates:

- **Continuity of Care- Notice of Authorization** - English, Spanish, Chinese, Vietnamese

We require that the updated letter templates be incorporated into your workflows as soon as possible and will begin auditing implementation for letters dated as of **September 15, 2023.**

Updated letter templates can be found at IEHP website:

www.iehp.org > Providers > Provider Resources > Forms > DSNP Letter Templates

or click on the following link: [IEHP - Provider Resources : Forms](#)

NEW D-SNP Letter Templates

NEW! These templates should not be used until the effective date of **January 2, 2023**. Please continue using the current Medicare DualChoice letter templates currently seen on this webpage for the remainder of 2022.

A complete template includes all documents listed under each template in the order specified listed. Changes can only be made to highlighted areas, **any changes made outside of the highlighted areas are strictly prohibited by CMS.**

Click on the title to expand the menu and download desired document.

1. AOR Dismissal Letter
2. AOR Request Letter
3. **NEW!** Continuity of Care - Notice of Authorization

If you have any questions, please feel free to contact Juan Ortega, IEHP Delegation Oversight Director at Ortega-J2@iehp.org

As a reminder, all communications sent by IEHP can also be found on our website: www.iehp.org > Providers > Plan Updates > Correspondences