

Subject Line: DDRS Provider Re-approval: [PROVIDER NAME] Request for more information

Dear [CONTACT],

It was a pleasure to speak with you on [DAY OF MEETING] regarding [PROVIDER NAME]'s re-approval with DDRS. As mentioned during our meeting, the re-approval process is an opportunity for providers to analyze their data and how it relates to the risk areas identified in the Provider Review Profile (PRP).

We talked through some of the questions about your quality systems as described in your Re-approval Assessment, and we indicated that additional information would be required to clarify items, as discussed. For ease of addressing questions, please use a copy of the same Re-Approval Assessment you submitted, but be sure to use **bold font to distinguish your additional text**.

Please submit your additional information by **[10 CALENDAR DAYS FROM LETTER DATE]** to BQISReporting@fssa.in.gov.

Attached is a letter outlining the specific questions or areas needing clarification, specific instructions, and timelines.

If you've any questions, at all, please do not hesitate to contact me.

Regards,