

Request for Informal Conference

IMPORTANT: This request must be filed (received) at the Division of Rate Setting within 15 days of the receipt by the provider of the draft cost report findings or the work papers (if requested).

Cost Report of <input style="width: 80%;" type="text"/> for the Year Ending <input style="width: 15%;" type="text"/>	Pursuant to V.D.R.S.R. §15.2(a), I hereby request an informal conference with the staff of the Division of Rate Setting regarding the following draft cost report findings: (Be specific.)
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Adjustment No.	Statement of Alleged Error with Factual and Legal Basis for Provider's Position
<input style="width: 100%; height: 100%;" type="text"/>	
<input style="width: 100%; height: 100%;" type="text"/>	
<input style="width: 100%; height: 100%;" type="text"/>	
<input style="width: 100%; height: 100%;" type="text"/>	

You may use additional sheets, if necessary. Are additional sheets attached? No Yes If yes, how many?

I am the representative of the above referenced provider for this matter, pursuant to a Notice of Representation, dated <input style="width: 100px;" type="text"/> and filed with the Division. I understand that all correspondence on this matter will be sent to me. Signature: _____ Date: <input style="width: 150px;" type="text"/>	Name and Address of Representative: <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> Telephone No.: <input style="width: 150px;" type="text"/>
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Pursuant to V.D.R.S.R. §15.2(b), the Division of Rate Setting will contact the provider's representative to arrange a mutually convenient time for the informal conference, which may be held by telephone.

For Division of Rate Setting use only. Request filed on: (date stamp)	Representative contacted on _____ by _____ to arrange conference. Meeting scheduled for: Date _____ Time _____ Place _____ If telephone conference, who initiates the call? <input type="checkbox"/> Provider <input type="checkbox"/> Division cc: Provider's Representative on _____.
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