

Sample Cover Letter for Hospital's CMS-2567 Response (for a CMS survey)

[on hospital letterhead]

[Date]

[Name of CMS official – the CMS cover letter should indicate where the hospital should send its response]

[Title]

[Address]

and

[Name of CDPH official (if indicated in the CMS cover letter)]

[Title]

[Address]

Re:[Name of Hospital]

Medicare Provider Number [xx-xxxx]

Dear _____:

Enclosed please find [Name of Hospital]'s responses to the Statement of Deficiencies, Form CMS-2567, that was issued as a result of the CMS survey that ended on [insert survey end date].

In responding to the deficiencies noted, [Name of Hospital] has applied the "credible allegation of compliance" standard that is described in the State Operations Manual. We understand the protocol is that CMS will assess whether [Name of Hospital]'s 2567 responses reflect a credible allegation of compliance sufficient to merit a resurvey to confirm that the corrections were in fact made in a manner that brings the hospital back into compliance with the Medicare Conditions of Participation. [Name of Hospital] has prepared, and has available for review on-site, a compilation of the relevant supporting documentation (policies, forms, monitoring instruments, etc.). Please let us know immediately if some other protocol is expected, or if you have any questions about our submission.

As you will see when you review our submission, much work has been done to respond to each and every finding. [Name of Hospital] has elected not to challenge any of the facts at this time – although this submission should not be viewed as an admission, and the hospital reserves its right to appeal.

On behalf of the many dedicated staff members of [Name of Hospital] who have committed themselves to maintaining [Name of Hospital]'s Medicare certification so that the hospital may

continue to serve Medicare and Medi-Cal patients in our community, we ask that CMS and CDPH use their very best efforts to promptly review our submission, immediately contact us for any clarifications or additional documentation that may be needed, and conduct a resurvey as quickly as possible.

We are available to meet with you, in person or by telephone, to further explain our actions and/or provide any additional information or documentation you may require.

Sincerely,

[CEO Name]

Chief Executive Officer

Enclosures: Form CMS-2567 response

Other attachments as appropriate (*for example, documentation supporting disputed facts*)