

INSTRUCTIONS FOR REQUEST FOR INDEPENDENT BILL REVIEW (cont.)

Should your request be disaggregated, you will be notified in writing by IBRO, who will provide the reasons for disaggregation and the amount of the additional fee or fees required to perform IBR.

When to apply: A request for IBR must be made within thirty (30) days from the date of service of the final determination (the explanation of review) made by the claims administrator on your request for second bill review. If you fail to request IBR within 30 days and the only dispute remaining between you and the claims administrator is the amount of payment, your bill will be considered satisfied and neither the claims administrator nor the employee shall be liable to you for any further payment.

Fee: An IBR application fee of **\$335.00** must accompany this form. The fee must be paid electronically, if the request is made electronically, or must accompany this form if the request is sent by mail. Checks must be made out to Maximus Federal Services, Inc. If, as a result of the IBR review, any additional payment is found owing from the claims administrator, the claims administrator must reimburse the amount of the fee in addition to the amount found owing.

How to Apply by Mail: Send the form, with the stated fee, to: DWC-IBR c/o Maximus Federal Services, Inc., 625 Coolidge Drive, Suite 100, Folsom, CA 95630. **Forms that are not sent to this address will be returned by DWC and not considered filed. Concurrently send a copy of this request and supporting documents to the Claims Administrator.**