

# *“Termination”*

[County Letterhead]

## **NOTICE OF ADVERSE BENEFIT DETERMINATION About Your Treatment Request**

[Date]

[Member’s Name]  
[Address]  
[City, State Zip]

[Treating Provider’s Name]  
[Address]  
[City, State Zip]

**RE:** [Service requested]

You are currently receiving [Service to be terminated]. Beginning on [termination date] we will no longer approve this treatment. This is because [Using plain language, insert: 1. A clear and concise explanation of the reasons for the decision; 2. A description of the criteria or guidelines used, including a citation to the specific regulations and plan authorization procedures that support the action; and 3. The clinical reasons for the decision regarding medical necessity].

You may appeal this decision if you think it is incorrect. The enclosed “Your Rights” information notice tells you how. It also tells you where you can get help with your appeal. This also means free legal help. You are encouraged to send with your appeal any information or documents that could help your appeal. The enclosed “Your Rights” information notice provides timelines you must follow when requesting an appeal.

You may ask for free copies of all information used to make this decision. This includes a copy of the guideline, protocol, or criteria that we used to make our decision. To ask for this, please call [County] at [telephone number].

If you want to keep getting this service while we decide on your appeal, you must ask for an appeal within 10 days from the date on this letter, or before the date your plan says services will be stopped or reduced, listed above.

This notice does not affect any of your other Medi-Cal services.

The County can help you with any questions you have about this notice. For help, you may call [County] [hours of operation] at [County’s Member Services telephone number]. If you have trouble speaking or hearing, please call TTY/TTD number [TTY/TTD number], between [hours of operation] for help.

If you need this notice and/or other documents from the County in an alternative communication format such as large font, Braille, or an electronic format, or, if you would like help reading the material, please contact *[County]* by calling *[telephone number]*.

If the County does not help you to your satisfaction and/or you need additional help, the State Medi-Cal Managed Care Ombudsman Office can help you with any questions. You may call them Monday through Friday, 8am to 5pm PST, excluding holidays, at 1-888-452-8609.

*[County Grievance Team]*

Enclosed: *“Your Rights under Medi-Cal Managed Care”  
Notice of Availability*

*[Enclose notice with each letter]*