

# Reviewing Denials

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## Reviewing PAE Denials:

- Enter in the PAE Control Number in the PAE Search Box OR click on the Submitter Status Report on your LTC Home Page.
- Click on the PAE Control Number (also Item ID Number).
- **Click on the “Request Info” tab (located halfway down the page) to review the following information:**
  - State
  - Current Status
  - Denial Override
- In the Blue Shaded section review the following:
  - If the PAE is technically denied review the “Technical Denial Reasons Summary.”
  - If the PAE is denied for LOC criteria review the “Denial Comments.”
- **Click on the “Related Items” tab, on the far right of the ribbon.**
  - Click on the “Generated Attachments” tab.
  - Click on the Denial Letter, Notice of Denial or any other letter you wish to review.
  - In order to print the letter, scroll to the bottom of the letter under attachments and click on the name of the letter.
  - Print the letter.