

## MSP Compliance Services – How to Submit a Referral

ICS is dedicated to providing our clients with exceptional customer service. To that end, submitting Referrals to ICS is simple and convenient.



### How to Submit a Referral

- Secure Email – [msa@icstrategies.com](mailto:msa@icstrategies.com)
- Secure E Fax – 866-906-1076
- FedEx – ICS will supply pre-paid mailing labels
- Mail – 30 Knightsbridge Road – Suite 525-229  
Piscataway NJ 08854.

### Documents & Information Needed for Referral Completion

MSA or MCP	Pre-MSA	CMS Submission of an MSA	Conditional Payment Notice Program
<ul style="list-style-type: none"> <li>• Complete referral form</li> <li>• Medical records for last 2 years of treatment.</li> <li>• IME Reports</li> <li>• Medical claims and payment history for the last two years of medical treatment recently dated.</li> <li>• RX Payment History for last two years. this is to include drug name, dosage and frequency</li> <li>• Any pertinent legal correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Complete referral form</li> <li>• Medical records for last 2 years of treatment</li> <li>• Detailed RX pay history</li> <li>• Detail surgeries completed or recommended in the last 2 years of treatment</li> <li>• Medicare eligibility if known</li> </ul>	<ul style="list-style-type: none"> <li>• All Documents required for an MSA</li> <li>• Executed CMS Release</li> <li>• Proposed settlement information:</li> <li>• Total settlement amount exclusive of MSA</li> <li>• Method of funding and administering the MSA account</li> </ul>	<ul style="list-style-type: none"> <li>• Complete referral form clearly labeled with insurance type WC, Liability or No Fault</li> <li>• FROI</li> <li>• Compensable Diagnosis Codes</li> <li>• IME Reports</li> <li>• Last Treating Medical Provider Records</li> </ul>

For more information, email us at [marketing@icstrategies.com](mailto:marketing@icstrategies.com)

For a complete overview of our other services, please visit us at [www.icstrategies.com](http://www.icstrategies.com)