

# Submit Rate Letters

## Provider Guide

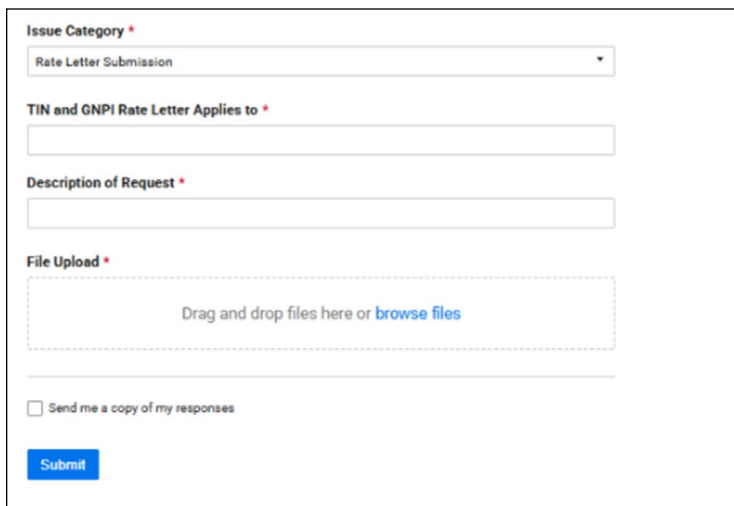
This job aid provides step-by-step guidance for providers on how to submit rate letters to the Provider Relations Team using the Provider Inquiry Form.

### Process Overview:

Provider must submit rate letters as they are received from CMS by utilizing the Provider Inquiry Form.

### Steps to submit a rate Letter

1. Access the provider inquiry form
  - a. Navigate to the Provider Inquiry Form located below:  
<https://www.mimeridian.com/providers/provider-relations-intake-form.html>
2. Select the appropriate drop-down option
3. Fill out the necessary fields on the form



The screenshot shows a web form titled 'Issue Category \*' with a dropdown menu set to 'Rate Letter Submission'. Below this is a section 'TIN and GNPI Rate Letter Applies to \*' with a text input field. The next section is 'Description of Request \*' with a text input field. The 'File Upload \*' section features a dashed box with the text 'Drag and drop files here or [browse files](#)'. At the bottom, there is a checkbox labeled 'Send me a copy of my responses' and a blue 'Submit' button.

\*please note that the TIN and GNPI need to be listed or the rate letter will not be able to be loaded properly

4. Attach the rate letter
5. Review and submit

### What Happens Next?

- The Provider Relations Team will review and triage the rate letter to the appropriate internal team.
- You will receive a response within five business day.