

A Fair Hearings - Request Requirements

A fair hearing may be requested verbally or in writing.

Any of the following methods may be used to request a hearing in writing:

- Hearing Request (FA-503) form.
- Reverse side of decision notice.
- Written statement from the PI or representative of the appellant (PI). The request must include the reason for requesting a hearing.
- Attorneys representing a hospital that is acting as a representative for a hospitalized participant who resides in Maricopa county or Apache Junction. The attorneys may file an appeal through the district fair hearing specialist.

When the PI or representative of the appellant (PI) requests a hearing verbally, complete the FA-503 form. When completing the FA-503, indicate the following:

- Reason for requesting a hearing.
- Date of the verbal request.
- VERBALLY REQUESTED in place of the signature of the appellant or representative of the appellant.

NOTE Once a hearing has been requested, the PI becomes known as an appellant, and is referred to as such throughout this section.