

Accelerated/Advance Payment Request forms vary by contractor and can be found on each individual MAC's website. Complete an Accelerated/Advance Payment Request form and submit it to your servicing MAC via mail or email. CMS has established COVID-19 hotlines at each MAC that are operational Monday – Friday to assist you with accelerated payment requests. You can contact the MAC that services your geographic area. To locate your designated MAC, [refer here](#).

What to include in the request form: Incomplete forms cannot be reviewed or processed, so it is vital that all required information is included with the initial submission. The provider/supplier must complete the entire form, including the following:

A. Provider/supplier identification information:

- a. Legal Business Name/ Legal Name;
- b. Correspondence Address;
- c. National Provider Identifier (NPI);
- d. Other information as required by the MAC.

B. Amount requested based on your need:

- a. Most providers and suppliers will be able to request up to 100% of the Medicare payment amount for a three-month period. However, inpatient acute care hospitals, children's hospitals, and certain cancer hospitals are able to request up to 100% of the Medicare payment amount for a six-month period. Critical access hospitals (CAH) can now request up to 125% of their payment amount for a six-month period.

C. Reason for request:

- a. Please check box 2 ("Delay in provider/supplier billing process of an isolated temporary nature beyond the provider's/supplier's normal billing cycle and not attributable to other third-party payers or private patients."); and
- b. State that the request is for an accelerated/advance payment due to the COVID19 pandemic.

Who must sign the request form? The form must be signed by an authorized representative of the provider/supplier.

How to submit the request form: While electronic submission will significantly reduce the processing time, requests can be submitted to the appropriate MAC by fax, email, or mail. You can also contact the

MAC provider/supplier helplines listed above. When should you expect payment? The MAC will notify the provider/supplier as to whether the request is approved or denied via email or mail (based on the provider's/supplier's preference). If the request is approved, the payment will be issued by the MAC within 7 calendar days from the request.

When will the provider/supplier be required to begin repayment of the accelerated/advanced payments? Accelerated/advance payments will be recovered from the receiving provider or supplier by one of two methods:

- A. For the small subset of Part A providers who receive Period Interim Payment (PIP), the accelerated payment will be included in the reconciliation and settlement of the final cost report.
- B. All other providers and suppliers will begin repayment of the accelerated/advance payment 120 calendar days after payment is issued.