

# Revising a PAE – LOC Criteria Denial

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LOC Criteria Denial: LOC Criteria denial occurs when the PAE does not meet medical criteria. A Notice of Denial will be generated explaining the reason for denial.

- 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 **Revise** button in the top ribbon.
- Click **Edit** button in the top ribbon-this will open all fields to change pertinent information.
  - Review what the PAE was denied for in the Blue Shaded section under the “Request Info” tab (see Reviewing PAE denials Cheat Sheet). Correct whatever the PAE was denied for upon the original submission.
  - Link any attachments, if needed (see “Certification and Attaching Documentation Cheat Sheet”).
- Click **OK** button in the top ribbon.
- Click **Re-Submit PAE** button in the top ribbon.

After clicking “Re-Submit PAE” go to the Submitter Home Page and view the PAE in the “Submitter- Items Awaiting Determination” (3<sup>rd</sup> section).