

**NOTE:** Assessment item errors, other than those listed below, must be corrected and resubmitted using **Correction Policy** procedures.

**Please Type or Print Legibly**

**All Fields are Required**

**Delete Test Record**       **Correct A0410 Value**       **Delete Wrong FAC\_ID**       **Not CMSRequired\*\*\***

**Facility Information**

Facility Name:  (complete name)      ID (FAC\_ID):

**Requestor (Administrator/Owner) Information**

Name (full name):       Title:   
E-mail Address:       Phone Number:

**Resident Information**

First Name:       Last Name:   
SSN:       Birth Date:       Gender:   
Resident ID:\*

**Record Information**

A0310A Value:       A0310B Value:       A0310C Value:       A0310D Value:       A0310F Value:   
Target Date:\*\*       Assessment ID:\*

**Submission Information**

Submission Date:       Submission ID:\*

**A0410 (Submission Requirement) Values**

Submitted (Incorrect) Value:       Correct Value:

\* RES\_INT\_ID, ASMT\_ID, and SUBMISSION ID are found on the Final Validation Report

\*\* Target Date is:

MDS Item **A2300** (Assessment Reference Date) for an assessment record  
MDS Item **A2000** (Discharge Date) for a discharge record  
MDS Item **A1600** (Entry Date) for a reentry record

\*\*\* Record is not for OBRA and not for Medicare Part A PPS

Submit **completed and signed** form to the iQIES Service Center by **Certified Mail** through the US Postal Service.

GDIT  
iQIES Service Center  
4800 Westown Pkwy, Suite 360  
West Des Moines, IA 50266

\_\_\_\_\_  
**Signature** - Administrator or Owner (Please circle one)      Date  
Submit **completed and signed** form to your State Agency via **Certified Mail** through the US Postal Service. Your State Agency will approve, sign, and forward your request to the iQIES Service Center.

\_\_\_\_\_  
**Signature** - State Agency Authorizer      Date  
The request must be sent **Certified Mail** through the US Postal Service.

**All requests require State Agency authorization.**

**Forms forwarded to the iQIES Service Center without a State Agency signature will be rejected.**

**iQIES Service Center - Internal Use:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>