

Insurance Appeals Communication Log

Documentation is very important when appealing a decision made by the health insurance plan. There are many tools available to help you stay organized.

This communication log can help you keep track of when you talk to people and what you talked about. Here are some examples of what to keep track of:

- When you call the doctor to ask for supporting letters
- When you call the health plan to ask questions
- When you mail the appeal letter

Date	Name	Role	Contact Information	Notes