



If you wish to appeal, you must file your written notice of appeals with the DMAS Appeals Division within 30 days of your receipt of the decision. Your notice is considered filed when it is date stamped by the DMAS Appeals Division. Your notice of appeal must identify the issues you are appealing and must be sent to:

Appeals Division  
Department of Medical Assistance Services  
600 East Broad Street, 6th Floor  
Richmond, VA 23219

The Normal Business hours of DMAS are from 8:00 a.m. through 5:00 p.m. Documents received after 5:00 p.m. on the deadline date shall be considered untimely.

If you choose not to appeal the said finding(s) and are unable to submit payment in full within thirty (30) days of this letter, you should immediately request an extended repayment plan. If a provider does not respond to the contractor's letter by repaying the amount in full, by requesting an extended repayment schedule, or by filing a notice of appeal, DMAS must take further action to collect. To discuss repayment options available to you, please call the Fiscal Accounts Receivable Unit at 804-786-5433. Check payments can be remitted to the following address:

Department of Medical Assistance Services  
600 E. Broad Street, 8th Floor  
Richmond, VA 23219  
Attn: Accounts Receivable