

# Open Negotiation Notice | Instructions

To submit an open negotiation request to dispute the amount or denial of payment, out-of-network providers must submit an Open Negotiation Notice Form to:

Provider Portal: [provider.multiplan.com/webcenter/portal/provider](https://provider.multiplan.com/webcenter/portal/provider)

E-mail: [NSAService@multiplan.com](mailto:NSAService@multiplan.com)

## For PPN Initiation

Toll-Free Phone Number: 888-593-7427

Negotiation requests may be submitted up to 30 business days after initial payment or denial and negotiations may continue for 30 days, beginning the day the form is sent.

To expedite review of your negotiation request, please be sure to include the following information when submitting:

1. Completed "Open Negotiation Notice" (note: if you need more space on p. 4 you may add a duplicate page)
2. Copy of the remittance advice, explanation of payment and/or claim form

Please ensure that all form fields are filled in prior to submission.