
42 C.F.R. § 411.372

Procedure for submitting a request.

(a) *Format for a request.* A party or parties must submit a request for an advisory opinion to CMS according to the instructions specified on the CMS Web site.

(b) *Information CMS requires with all submissions.* The request must include the following:

- (1) The name, address, telephone number, and Taxpayer Identification Number of the requestor.
- (2) The names and addresses, to the extent known, of all other actual and potential parties to the arrangement that is the subject of the request.
- (3) The name, title, address, and daytime telephone number of a contact person who will be available to discuss the request with CMS on behalf of the requestor.
- (4) A complete and specific description of all relevant information bearing on the arrangement, including—
 - (i) A complete description of the arrangement that the requestor is undertaking, or plans to undertake, including:
 - (A) The purpose of the arrangement; the nature of each party's (including each entity's) contribution to the arrangement; the direct or indirect relationships between the parties, with an emphasis on the relationships between physicians involved in the arrangement (or their immediate family members who are involved); and

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