

NEW MEXICO DEPARTMENT OF HEALTH
DIVISION OF HEALTH IMPROVEMENT – INCIDENT MANAGEMENT BUREAU
REQUEST OF INFORMAL RECONSIDERATION OF FINDINGS (IRF)

Part A: identifying Information

| | |
|-----------------------------------|--|
| Name of Agency or Accused Person: | |
| Date of Substantiation letter: | |
| IMB case number: | |
| Contact Info: | |

Part B: Please describe in detail why you believe this decision should be modified or reversed:

Use addition sheets if needed.

Signature: _____ Date: _____

Official use only:

Date received: _____ Date IRF review: _____

DIVISION OF HEALTH IMPROVEMENT - INCIDENT MANAGEMENT BUREAU

Instructions for completing the REQUEST FOR INFORMAL RECONSIDERATION OF FINDINGS (IRF) Form

1. Complete Part A: including agency information and investigation information
2. Complete Part B: Please describe in detail why you believe this decision should be modified or reversed
 - Include the rationale for disputing the finding
 - Include all supporting evidence to verify compliance with the required standard or regulation.
3. The Executive Director or Designee or Accused Person must sign and date the request form (electronic signature are acceptable).
4. The form must be received with all supporting evidence within 10 working days of receipt of the IMB letter of finding. Please note: no extension is granted for this process.
5. If you have questions about the IRF process, email Edward.Stallard@state.nm.us for assistance.
6. Please submit your IRF forms and supporting evidence via mail to:

Attention: IMB-IRF request

Edward Stallard, IMB Bureau Chief

5301 Central Ave NE Suite #400

Albuquerque, NM 87108

Note regarding the IRF Process:

The IRF process is informal and is provided as a courtesy to Providers. During the IRF process, providers must continue to implement their immediate Action and Safety Plan. The IRF review is a desk review, and does not have a provision for a face-to-face meeting between the provider and the IMB Bureau Chief.

When the IRF request is received it will be processed and if approved it will be forwarded to the IMB Bureau Chief for review of the case.

Providers will be notified of the IRF outcome.

Failure to comply with requirements for filing an IRF (1 through 4 above) may stop the IRF from occurring.