LOUISIANA LEGAL RESEARCH

Coverage-loss records worksheet

ACA Marketplace coverage | Keep this sheet with your notices and supporting records.

This is an organizing aid, not an appeal form. It does not preserve or extend a deadline.

1 Identify the decision

Person / case reference:

Marketplace application ID: Insurer / plan:

Decision issued by: Notice date / date received:

Stated reason / coverage-ending date:

2 Record each deadline separately

Action / type of appeal	Due date and source	Where to submit	Receipt / reference

3 Assemble the file

- ☐ Notice and envelope
- ☐ Premium ledger and payment proof
- ☐ Claim denials and medical bills
- ☐ Agent emails, texts and authorization
- ☐ Enrollment confirmations / changes
- ☐ Document requests / upload receipts
- ☐ Treatment dates / urgency information
- ☐ Appeal copies and delivery confirmation

4 Track the next step

Contact date / organization / representative / reference:

What was requested and what was promised:

Follow-up date / documents still needed:

After correction: confirm effective dates, premium balance, and affected claims in writing.

Keep this file private. Use the official process and secure submission method for your dispute.

Babcock Injury Lawyers | Guide and sources:

stephenbabcock.com/louisiana-aca-coverage-cancellation-appeals/