



175 TownPark Drive, Suite 400,  
Kennesaw, GA 30144

**How to submit paper cases:**

Overnight or regular mail the following to AVS Underwriting, LLC:

- 1) Authorization to Release Medical Information (see HIPAA attachment).
- 2) Medical records for the past 2-5 years inclusive of the past 12 months. These records should be provided from all venues of health care in which the insured has participated. Should another client send records that influence the LE determination and you did not supply these records you will be notified. You will then have to provide these additional records to AVS before an LE can be issued to you.

If the patient does not have medical records current within the last 12 months, then include a document, signed and dated by the insured, stating they have not seen any doctor for any reason since the date of the last medical record.

- 3) A cover letter on your company letterhead that reflects the following information:

- Your company's name
- Your company's full address
- Your company's telephone and fax number
- Name of user listed on the Case Managers Policy and Usage Agreement

NOTE: Please include the insured's date of birth, social security number, gender, state of residence, zip code, and face amount of the policy on the cover letter as well.

- 4) A check for \$300 made payable to AVS Underwriting, LLC.

**If you send your case on a CD: Only Microsoft Word documents (.doc), Adobe Acrobat (.pdf), and Zipped folders (.zip) are accepted.**

If you need additional assistance please do not hesitate to contact the Help Desk.

Thank you and we look forward to working with your company.

Help Desk  
[helpdesk@avslc.com](mailto:helpdesk@avslc.com)  
678-388-2126