PI - Identifying and Recouping Capitation Payments for Deceased Members

Purpose:

1) Identifies Medicaid capitations claims paid for month(s) after date of death using Medicaid member Identification (ID) numbers of deceased persons, and initiates recoupment of the paid capitation claims as appropriate.

2) As MMIS maintains 3 years of paid claims, recoupments are limited to claims paid within 3 years. For monitoring purpose, PI will continue identify claims paid within 5 years.

Identification of Roles:

RACI Definitions	
RACI - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I.	
(R)	Responsible
(A)	Accountable
(C)	Consulted
(I)	Informed

Iowa Medicaid PI Data Analyst – Runs query to identify capitation claims with dates of service after member's date of death by matching the MMIS Paid Claims file to the Member Enrollment file. **(R)**

Iowa Medicaid PI Data Analytics Manager – Notified if there is an issue with the query. **(C),** Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid PI Reporting & Oversight Officer - Upload monthly capitation recoupment files to MCP's SFTPs. **(R)**, Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid PI Financial Analyst – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid PI Exclusions & Sanctions – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid PI Director – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid PI Account Manager – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid MCP Bureau Chief – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid MCP Managers/Analysts – Notified of monthly capitation recoupment completion. **(I)**

Iowa Medicaid Compliance and Program Integrity Contract Manager – Notified of monthly capitation recoupment completion. **(I)**

Path of Business Procedure:
Below are the steps used to complete this task:

1) Connect to the remote desktop 165.206.163.93. Open a new query in Microsoft SQL Server Management Studio.

2) Monthly Medicaid and Hawki mass-adjusted claims are to be excluded from the query results. The claim TCNs are retrieved from \\dhsime\imeuniversal\Monthly Auto Mass Adjustments\ (Medicaid and Hawki) and imported as a table in the DWH; naming convention: MassAdjustmentTCNs_ToBeRemovedFromDIP_YYYYMM)

3) Run SQL script SOP_Deceased_Members to identify capitation claims with dates of service after member's date of death by matching the MMIS Paid Claims file to the Member Enrollment file.

4) Summarize the claims identified in Step 3 into an Excel file and submit a DIP for recoupment, as appropriate. *Reference SOP – Updated CA Instructions OBCR #5664 - DESIGN [dhsimeobcdp\CA Uploads\Template\Updated CA Instructions]* (The script removes AmeriHealth and United Healthcare claims from the final claims list in the DIP before submitting.)

5) Once the adjustments are completed by Core for the submitted claims, generate a final realized recoupment summary file. Run SQL script DOD_Members_DIP_SubmissionProcessedCheck to ensure claims were adjusted.

6) Save each MCP's recouped claim listing in the following location: \\dhsime\PI\DATA

TEAM\Capitation_Recoupment_Claim_Files

7) Email the PI Reporting & Oversight Officer the location where the individual MCP capitation recoupment files are saved for upload to each MCP's SFTP site.

8) Once uploaded to the SFTP site, notify the following individuals that the monthly capitation recoupment is complete and that the listing of claims has been uploaded to each respective MCP's SFTP site:
   a) Iowa Medicaid PI Director
   b) Iowa Medicaid PI Account Manager
   c) Iowa Medicaid MCP Bureau Chief
   d) Iowa Medicaid MCP Managers/Analysts
   e) Iowa Medicaid PI Financial Analyst
   f) Iowa Medicaid PI Data Analytics Manager
   g) Iowa Medicaid Compliance and Program Integrity Contract Manager

9) The Iowa Medicaid PI Financial Analyst copies the data from this realized recoupment summary file into a spreadsheet file which reflects the financial impact of the live credits in total state and federal dollars. This financial impact is countable toward the contractual financial performance of the Iowa Medicaid Program Integrity contractor.

Forms/Reports:
\\dhsime\PI\DATA TEAM\DOD_Member

IME > PI > DATA TEAM > DOD_Member

Interfaces:
Iowa Medicaid Data Warehouse
\\dhsime\Monthly Auto Mass Adjustments
\\dhsime\PI\DATA TEAM\DOD_Member
\\dhsime\PI\DATA TEAM\DOD_Member\YYYY\MM-YYYY
\\dhsime\PI\DATA TEAM\Capitation_Recoupment_Claim_Files

IME > Monthly Auto Mass Adjustments
IME > PI > DATA TEAM > DOD_Member
IME > PI > DATA TEAM > DOD_Member >YYYY\MM-YYYY
IME > PI > DATA TEAM > Capitation_Recoupment_Claim_Files

SQL Code:
\\dhsime\PI\DATA TEAM\DOD_Member\SOP_Deceased_Members.sql

[\\dhsime\PI\DATA TEAM\DOD_Member\DOD_Members_DIP_SubmissionProcessedCheck.sql](#)

   IME > PI > DATA TEAM > DOD_Member > SOP_Deceased_Members
   IME > PI > DATA TEAM > DOD_Member >
DOD_Members_DIP_SubmissionProcessedCheck

Attachments:

N/A