

PI – Confirming PI Credit Balances for Revenue Collections

Purpose:

I. Provide guidance on how Program Integrity confirms to Revenue Collections those MMIS credit balances that were created as a result of PI review activities.

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

Revenue Collections Staff – Is responsible for collecting overpayments from any activity represented by credit balances in the MMIS and other evidence of outstanding debt. **(I)**

Iowa Medicaid PI Financial Analyst – reviews reports of newly created MMIS credit balances and identifies to Revenue Collections those credit balances that are a result of PI activities. **(R)**

Performance Standard:

Review all new MMIS credit balance reports forwarded by the Revenue Collections Unit and identify those from PI activities to Revenue Collections within 3 business days of receipt.

Path of Business Procedure:

On a monthly basis, the Iowa Medicaid Revenue Collections Unit receives a report from the MMIS reflecting credit balances that have been newly established. “Newly established” is defined as being in existence for a minimum of 60 days, where there has been no paid claims activity for at least 60 days since the credit balance was created. Revenue Collections shares this report with the Program Integrity and Provider Cost Audit units. Revenue Collections exports the MMIS report into Excel to make it easier to read and edit.

1. The PI Financial Analyst, or designee, receives the report monthly by email and makes a copy of it for Program Integrity's records. The copy is saved in: SURS > Recoupment and Recovery > Credit Balance Review for Rev Coll. The analyst names the file copy with the month and year of the report. An example of this report is provided at the end of this procedure.
2. The analyst reviews the report by comparing the providers listed to all providers listed on each tab of the Program Integrity Monthly Overpayments Over 60-Days Old Report. Where there is a match the analyst simply highlights the provider on the credit balance report copy. When all providers have been reviewed and any have been highlighted the analysis saves the highlighted report and returns it to Revenue Collections by email.
3. The Revenue Collections Unit will send an overpayment reminder notice to each provider that has not been highlighted and claimed by either Program Integrity or Provider Cost Audit.
4. Revenue Collections will send out a reminder email to any unit within 3-4 days of the original email if the unit has not responded.

Forms/Reports:

MMIS Credit Balance Report in Excel

Interfaces:

Iowa Medicaid Revenue Collections Unit

Attachments:

April 20 Credit Balance new Provid



April 20 Credit
Balance New Provid

File Path:

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