

## PI - Deceased Providers

### Purpose:

I. This procedure outlines the process used by the PI Financial Analyst to refer deceased providers to Iowa Medicaid Estate Recovery Program

### Identification of Roles:

<b>RACI Definitions</b>	
<b>RACI</b> - 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.	
<b>(R)</b>	Responsible
<b>(A)</b>	Accountable
<b>(C)</b>	Consulted
<b>(I)</b>	Informed

Iowa Medicaid PI Financial Analyst – tracks and monitors the data from the IDPH Date of Death File, CMS Data Exchange (DEX), and Death Master File (DMF) provided by Data Analytics Team **(R)**

Iowa Medicaid PI Data Analytics Team – runs a query file to look for matches between the IDPH Death file and the MMIS Provider Enrollment file. Any confirmed matches between the two files are sent to the Iowa Medicaid Provider Services Unit, which terminates the provider numbers of the deceased providers in the MMIS.

### Performance Standards:

Completed monthly on an ongoing basis.

### Path of Business Procedure:

I. When a provider is listed on the IDPH Death File, CMS Data Exchange (DEX), and/or Death Master File (DMF), a report is generated by the Data Analytics Team and sent to the Iowa Medicaid Provider Services Enrollment Supervisor to update MMIS and the Iowa Medicaid PI Financial Analyst to update the PI Ledger.

2. The Iowa Medicaid PI Financial Analyst searches the PI Ledger, Ongoing Over 60 Day Outstanding Report by the provider NPI to see if the deceased provider has a PI Debt.
3. If the deceased provider has a PI Debt, the Iowa Medicaid PI Financial Analyst sends an email to the Iowa Medicaid State PI Managers to notify them of the provider and colors the text of the overpayment row purple to indicate the provider is deceased.
4. The Iowa Medicaid PI Financial Analyst then refers the provider debt information to Estate Recovery. (Benjamin Chatman, [BChatma@dhs.state.ia.us](mailto:BChatma@dhs.state.ia.us))
5. Estate Recovery will research the provider and advise the Iowa Medicaid PI Financial Analyst if there are any funds to recover.
6. The Iowa Medicaid PI Financial Analyst advises the Iowa Medicaid State PI Managers of the outcome of the Estate Recovery review for further guidance to keep the overpayment on the ledger or ask for approval to write off the debt.

**Forms/Reports:**

None

**Interfaces:**

None

**Attachments:**

None