

## PI - Overpayment Findings, Revisions in AR Database to Original Findings

### Purpose:

I. This procedure provides instruction for recording the revision or amendment of original overpayment findings in the PI Accounts Receivable (A/R) database and for ensuring proper treatment of these in recovering overpayments identified by Iowa Medicaid PI.

### Identification of Roles:

RACI Definitions	
<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 - records in the PI A/R database, revisions of, or amendments to original overpayment findings. **(R)**

### Performance Standards:

Record or post all revisions or amendments of original overpayment findings for the month, by the close of business the last business day of the month.

### Path of Business Procedure:

The Iowa Medicaid PI Financial Analyst is responsible for this activity.

- I. Review all network files for any provider, to whom a revised findings letter has been issued, for supporting documentation.
  - a. The Provider Information Table in the PI A/R database will reflect all current providers on whom a review is being conducted or to whom an overpayment or other payment of Medicaid funds, deemed inappropriate, has been identified, and is outstanding.
  - b. Select PI/Audit Findings Letters (or General>>Correspondence) in On-Base to locate images of PI revised findings letters (FORs). Revised FORs can also be found on the SURS network drive within each investigator's folder at: SURS > Case Files > Reviews in Process.

- c. Refer to general procedures for accessing the On-Base Client Workflow Inbox.
  - d. Review any related appeal activity and related documents to verify overpayment amounts for the provider in question.
2. Access and update the PI A/R Database.
- a. Once a revised findings letter has been issued to a provider, all pertinent information is recorded in the PI A/R database, using the Recoupment Tracking datasheet or form.
  - b. Access the PI A/R database within the network. The PI A/R database is found within the network at [PI\(\\Dhsime\)](#) > SURS > Data Warehouse > Access Databases > New 2016 SURS Accts Receivable Database > SURS Accts Receivable\_v2. Double-click on SURS Accts Receivable\_v2.
  - c. Within the PI A/R database, select **Forms\Switchboard** to access **PI Tracking**. The PI Tracking screen displays the following main menu.
    1. Provider Information
    2. Recoupment Information
    3. Audit Status
    4. Appeals
    5. Letters
    6. Medical Records
    7. Reports Menu
    8. Exit
3. Access **Provider Information** and **Recoupment Information** to record revised findings letters.
- a. Reference the **Provider Information datasheet** or **form** to access the master listing of all PI cases that have either resulted or could potentially result in an overpayment or other inappropriate payment of Medicaid funds. Staff should reference this listing as they view the contents of the provider's case file and go through the process of tracking recovery of the overpayment.
  - b. Access **Recoupment Information** from the above menu. This selection will display the **Recoupment Tracking** screen. At the bottom of this screen is a table section, called "Payment Activity" within which staff will record any additions to or reductions from the original overpayment determination, as documented in the issuance of a revised findings letter.

- c. The first record location in the **Payment Activity** section of the Recoupment Tracking screen was previously populated with general information from the original findings letter.
- d. Any subsequent record locations in this section may or may not be populated with information reflecting cash payments received from the provider or claim payment amounts used as offsets to the original overpayment amount.
- e. Enter the following revised findings data into the next available record location of the **Payment Activity** section for each additional overpayment amount or reduction amount determined.
- f. The OnBase Log ID field will automatically populate with the number from the top, left-hand corner of the screen
- g. Date (Date of the overpayment revision-revised letter, etc.)
- h. Provider Number – same as that recorded in the above section
- i. Payment Type (select To Be Determined)
- j. Additions (\$ amount of any additional overpayments determined)
- k. Check Amount (leave at \$0.00)
- l. Cash Control Number of check (leave blank)
- m. Claims Offset (leave at \$0.00)
- n. Other Reductions (\$ amount of any reduction to original overpayment)
- o. Status (leave blank)
- p. Deposit Date (leave blank)
- q. Document Control Number (DCN) (enter OnBase DCN# of revised findings letter, if available)
- r. Case Investigator
- s. Notes (Indicate specific reason for amendment)
- t. Entry of this same overpayment revision information also can be accomplished in the separate table or form, entitled **Transactions I**. This datasheet or form is

formatted the same as the Payment Activity section of the Recoupment Tracking form.

**Forms/Reports:**

PI A/R Database Report – Amounts Rescinded

**Interfaces:**

PI A/R Database

**Attachments:**

Database Record Screen Shot



Database Record  
Screen Shot.docx

**File Path:**

<\\dhsime\PI\SURS\Recoupment and Recovery\Financial Analyst Draft SOPs>