

PI – Receiving and Processing Iowa Department of Revenue Recovery Reports

Purpose:

1. Describe the process of receiving Iowa Department of Revenue (IDR) monthly recovery reports and posting all indicated recoveries to the Program Integrity Accounts Receivable (A/R) database and all other report venues.

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 Financial Analyst – receives reports from the IDR containing recoveries made on behalf of Iowa Medicaid and records or posts these recoveries in a manner similar to recoveries made by the Iowa Medicaid PI staff itself. **(R)**

Performance Standard:

Record or post all recoveries made by the IDR on behalf of the Iowa Medicaid PI unit by the end of the month of receipt of the report with 100% accuracy.

Path of Business Procedure:

1. A Memorandum of Understanding (MOU) between HHS Iowa Medicaid and the Iowa Department of Revenue, dated on or about February 1, 2018, established a process for referring aged overpayment debts to the IDR for collection assistance. It is recognized the IDR has additional authority and procedures within the state to compel providers to repay these debts. On a monthly basis the IDR will forward a report to Iowa Medicaid reflecting recoveries IDR has made on behalf of Iowa Medicaid.
2. There are three (3) parts to IDR's regular monthly recovery report. Exhibits are provided at the end of this procedure to show examples of these parts.

3. The first part of IDR's monthly report is a summary of all recoveries made by the IDR through a combination of direct payments from providers to the IDR and offsets to outstanding balances from state income tax refunds, casino winnings, and other funds otherwise due the provider from miscellaneous sources. The summary further shows how much of the recoveries represent the 10% fee kept by the IDR as their compensation.
4. The second part of IDR's monthly report is a listing of any direct payments received by the IDR from providers whose outstanding Medicaid overpayments have been referred to them (IDR).
5. The third part of IDR's monthly report is a listing of all provider recoveries completed through IDR's retrieval of funds from state income tax refunds, casino winnings, refunds and rebates due the provider, and other such funds that come through state or municipal entities.
6. Referring to the examples at the end of this procedure, each individual recovery will be accompanied by the provider's name, NPI, last 4 digits of the tax identification number, and the remaining overpayment balance contained in the IDR referral database. After posting or recording each recovery, the remaining outstanding balance in the Iowa Medicaid PI A/R database should equal that reflected in the IDR database.
7. The PI Financial Analyst records the IDR recoveries as checks in the PI A/R database, at the direction of the Bureau of Fiscal Management, even though checks are not received at Iowa Medicaid. All such recoveries reported to Iowa Medicaid are actually one month in arrears. In other words, recoveries reported in the current month were actually recovered during the previous month. This fact should be reflected in the "notes" section of the database.
8. The PI Financial Analyst records 100% of the dollars received from the provider as the Iowa Medicaid PI recovery. For state HHS accounting purposes, the Department will be forwarded 90% of the recovery and the remaining 10% is kept by the IDR as their MOU compensation. This 90/10 allocation, in terms of the dollar amount, should also be reflected in the "notes" section of the database.
9. The IDR password-protects its monthly reports. The password will consist of the name of the month followed by the 4-digit year (i.e.: April2020).

Forms/Reports:

Monthly IDR Recovery Report

Interfaces:

Program Integrity Unit
Iowa Medicaid PI State Staff
Iowa Department of Revenue

Attachments:

DHS Medicaid Cert_February 2020
February 2020 Iowa DHS Medicaid Provider
February 2020 Iowa DHS Medicaid Provider



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File Path:

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