

PI – Receiving and Processing Transfers of Overpayments from Other Iowa Medicaid Units

Purpose:

I. Describe the process of receiving overpayments determined by Iowa Medicaid units, outside of Program Integrity, that are presumed to be uncollectible, and recording them in the Program Integrity Accounts Receivable (A/R) database along with any eventual recoveries.

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 Units Outside of Program Integrity – determine certain overpayments are most likely uncollectible after applying all reasonable collection and sanctioning procedures within their own respective units. **(A)**

Iowa Medicaid PI Financial Analyst – receives overpayments transferred from other Iowa Medicaid units and records or posts these overpayments and recoveries in a manner similar to overpayments determined by the Iowa Medicaid PI staff itself. **(R)**

Performance Standard:

Record or post all overpayments transferred from other units and any subsequent recoveries by the end of the month of receipt with 100% accuracy.

Path of Business Procedure:

I. A significant process change, starting on or about February 1, 2018, established a procedure for Iowa Medicaid units, outside of the Program Integrity Unit, to transfer overpayments to the Program Integrity Unit that appear to likely be uncollectible. The determination that such overpayments are likely uncollectible can be made after the unit in question has (a)

- exhausted all of its established and reasonable contact and collection attempts, and (b) has subjected the provider in question to its own pending sanction process with no recovery or response from the provider. It is anticipated the Iowa Medicaid Revenue Collections Unit and Provider Cost Audit Unit are the Iowa Medicaid units that will be making such transfers.
2. Once an overpayment is deemed uncollectible as referenced in #1, the unit will contact the PI Financial Analyst, or designee, with the details of the overpayment. These details will consist of those included in the unit's regular month-end A/R report delivered to the state data warehouse in the month preceding the date the unit wishes to transfer the overpayment to Program Integrity. The month-end A/R reports submitted by all Iowa Medicaid units are in a universal format. Historically these other units have simply provided a copy of the relevant rows of their A/R report in order to supply the details.
 3. The PI Financial Analyst's first step in receiving transferred overpayments is to create or request a new OnBase Contact ID number for each overpayment. The Contact ID number serves as the primary key number for the Program Integrity A/R database, and accordingly, becomes a new PI overpayment invoice number.
 4. The second step is to verify the original invoice date the transferring unit used during the time they carried the debt in question on their overpayment ledger. Program Integrity must adopt this original overpayment invoice date for PI purposes. This is at the direction of the Bureau of Fiscal Management in order to maintain historical continuity and transparency.
 5. The third step is to coordinate with the transferring unit to ensure their removal of the debt in question from their ledger occurs within the same month as Program Integrity's addition of the debt to the PI A/R ledger. In other words the debt cannot be allowed to "slip through the cracks".
 6. Next, the analyst will post or record each transferred overpayment into the PI A/R database and will, going forward, treat it just as though it was an overpayment determined within the PI unit. If the number of transferred overpayments is small (1-5 or so) they can be added manually one at a time. If a larger number of overpayments needs to be added the analyst might consider putting the transferred overpayments into a separate Excel spreadsheet and perform an "append query" onto the Recoupment Table of the PI A/R database. This exercise is optional.
 7. The analyst then adds the transferred overpayments to the Performance Tracking Workbook on the Transferred Overpayments tab and the Overpayments Over-60-Days Report. As of May 2020 these transferred overpayments are not included in the I-Sight case tracking system.
 8. The analyst records the fact these overpayments are transferred into Program Integrity from [name of outside unit] in [Month Year] in the "Notes" section of the PI A/R database. Any subsequent recovery is posted as a Program Integrity recovery. For month-end reporting purposes, make sure the referring unit is displayed in the last column of the month-end A/R report.
 9. At some future point there may be a decision to refer these transferred overpayments to the Iowa Department of Revenue (IDR). If this is done, the original reason for the overpayment, in the hands of the transferring unit, must be found or at least there should

be an attempt to find. The IDR will need this information to assist them in communicating with the provider when they (provider) ask for the reason for the overpayment.

Forms/Reports:

PI A/R Database
Performance Tracking Workbook
Overpayments Over-60-Days Old Report

Interfaces:

Staff of Unit Transferring Overpayments
Iowa Department of Revenue

Attachments:

A Screen Shot Append Query Trans



A Screen Shot
Append Query Trans

File Path:

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