

## PI -Verification of Financial Data in Recoupment Spreadsheets

### Purpose:

1. Provide guidance on how to verify accuracy of financial data entered into the recoupment spreadsheet that is sent to the provider to document the PI review.

### 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 – tests and verifies financial data in PI preliminary and final recoupment spreadsheets prior to final approval of recoupment letter. **(R)**

### Performance Standards:

Perform verification of spreadsheet data within the number of days agreed to when receiving and accepting the review task from the investigator, unless additional time is needed and agreed to with the investigator.

### Path of Business Procedure:

When an investigator presents a findings letter with an accompanying spreadsheet, it is the responsibility of the PI Financial Analyst, or designee, to test and verify the accuracy of the claims data on the spreadsheet.

1. Make a temporary copy of the spreadsheet file needing verification. Open and unprotect this copy, if necessary, using the “Review > Protect Sheet or Protect Workbook” menu commands in Excel.
2. In a blank column of this newly unprotected copy of the spreadsheet, create a **concatenate** formula that results in a text string that adds single quotes around (and a trailing comma) to the Transaction Control Number (TCN) values shown on the recoupment spreadsheet. Here is an example of this formula: =CONCATENATE ("","A1,","). The cell A1 referenced in this formula would contain the TCN value.

3. Connect to the Data Warehouse server (Server #165.206.163.93). Data Warehouse staff (Iowa Medicaid Core Unit) are the contact points to establish new accounts on this server.
4. Open SQL Server Management Studio 2018 on this server, and connect to the **165.206.163.93** database server. Data Warehouse staff are the contact points to establish new access to the SQL Server 2018 database servers and will provide assistance if needed. Click on Databases and follow this file path: Databases > Claim DSS (Read Only) > Views.
5. In SQL Server Management Studio 2018, once in Views, choose “File > Open > File”, open the SURS folders on the network, and locate the TCN Checks file. Depending on the type of the claims listed on the recoupment spreadsheet, choose the appropriate query from the list below, and open it.
  1. TCN Checks HCFA.sql
  2. TCN Checks LTC.sql (long term care claims)
  3. TCN Checks Rx.sql (pharmacy claims)
  4. TCN Checks UB92 Line Item.sql (institutional)
  5. TCN Checks UB92.sql (institutional)
6. Go back to the spreadsheet copy from steps 1 and 2 above. Copy the column of concatenate formulas into the “WHERE” clause of the query opened in step 5. Delete the comma after the last TCN in the “where” clause. Run the query, outputting the results to text. Copy and paste the query results into a new blank Excel spreadsheet, and verify the total of the paid amounts on the claims in the query results equal the total of the claims paid on the recoupment spreadsheet. If there is a difference in these totals, look for rows in the query output that contain procedure or revenue codes that are not under review on the investigator’s spreadsheet. Once any such rows are eliminated, if the difference is now minimal, the figures on the investigator’s spreadsheet are most likely good.
7. Verify the claim TCNs on the investigator’s spreadsheet represent final claims that have not subsequently been adjusted or credited. In SQL Server Management Studio 2018, and while in Views, choose “File > Open > File”. Open the SURS folder on the network (TCN Checks) and locate the Final Claims Only Double Check TCN Checks files. Depending on the type of the claims listed on the recoupment spreadsheet, choose the appropriate query from the list below, and open it.
  1. Final Claims Only Double Check HCFA.sql
  2. Final Claims Only Double Check LTC.sql (long term care claims)
  3. Final Claims Only Double Check Rx.sql (pharmacy claims)
  4. Final Claims Only Double Check UB92.sql (institutional)
  5. Final Claims Only Double Check All Paid Claims View

Repeat the process in #6 above by copying the concatenate formulas into the selected query and run the query. The query will return any TCNs from the list that have been subsequently adjusted. The investigator will then have to revise the TCN on the spreadsheet to reflect the “adjustment TCN” and may have to revise the related Medicaid payment figures.

8. Verify all claims on the recoupment spreadsheet are for the provider indicated on the top of the spreadsheet by looking at the hidden provider number columns. This will help to ensure conformance to HIPAA requirements.
9. Verify all rows on the recoupment spreadsheet with “No Recoupment” in the “Reason for Recoupment” column have zero units and zero dollars in the “Units Recouped” and/or the “Amount Recouped” columns.
10. Verify all formulas in the spreadsheet are correct. There should be formulas for column totals and in the overpayment column for each row.
11. Verify the reasonableness of the figures in the “Amount Allowed” column by performing a simple mathematic check on a sample of rows. This process may be facilitated by sorting the columns by procedure code and dates of service as needed.
12. If any errors are found on the investigator spreadsheet, the task received from the investigator should be declined and returned with an explanation of the error(s).

**Forms/Reports:**

Reviewer Spreadsheet

**Interfaces:**

Reviewer Staff

**Attachments:**

UB92 Final Claims Only Double Check

TCN Provider Lookup

TCN Checks UB92

TCN Checks UB92 Line Item

TCN Checks Rx

TCN Checks Rx – ODS Claim 2 DB

TCN Checks LTC

TCN Checks HCFA

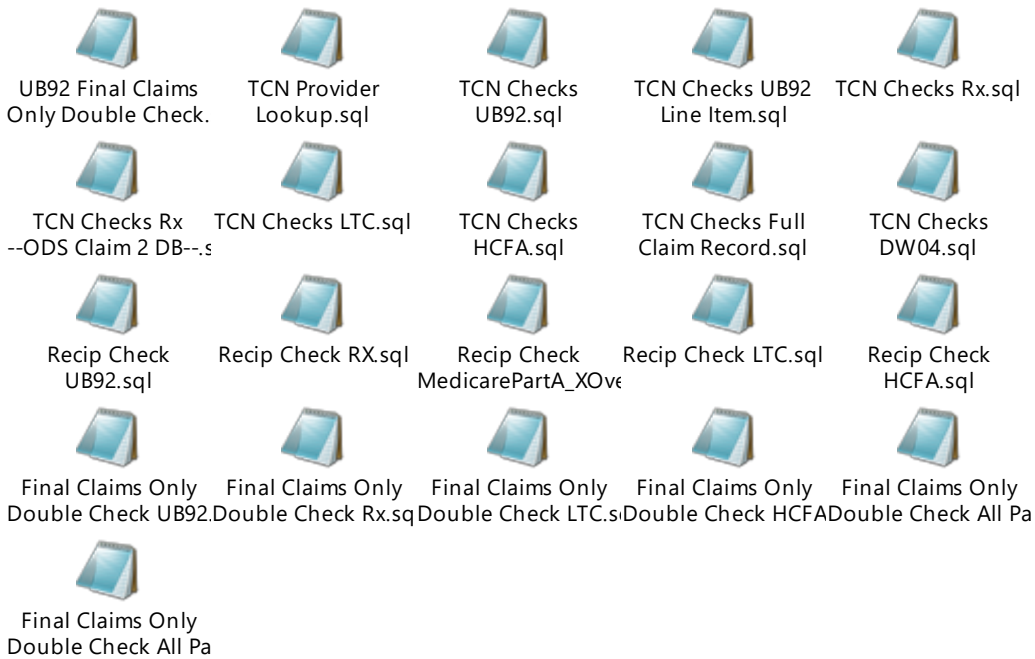
TCN Checks Full Claim Record

TCN Checks DW04

Recip Check UB92

Recip Check RX

Recip Check Medicare Part A\_Xover  
Recip Check LTC  
Recip Check HCFA  
Final Claims Only Double Check UB92  
Final Claims Only Double Check Rx  
Final Claims Only Double Check LTC  
Final Claims Only Double Check HCFA  
Final Claims Only Double Check Pa  
Final Claims Only Double Check All Pa



**File Path:**

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