

## PI – Sending a Tip Referral to MCP

### Purpose:

I. The purpose of this standard operating procedure (SOP) is to outline the process for sending provider tips to the MCPs.

### 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

**MCP Oversight Specialist** - responsible for receiving provider tips, saving, logging them in the spreadsheet, and sending the tips on to the appropriate entity. **(R, A)**

**Iowa Medicaid Audits and Investigations Team** – responsible for sending provider tips to the MCP Oversight Specialist. **(R, A)**

**Iowa Medicaid Program Integrity Unit** – responsible for reviewing the provider tips. **(C, I)**

### Performance Standards:

N/A

### Path of Business Procedure:

- I. The Iowa Medicaid Audits and Investigations Team sends the provider tips to the MCP Oversight Specialist.
  - a. The provider tip is saved in the appropriate MCP folder located here: <\\dhsime\PI\SURS\Case Files\REVIEWS IN PROCESS\MCP REFERRALS>
  - b. The provider tip is logged in the MCP Referral Log located in the above location.

2. The MCP Oversight Specialist sends the tip to the MCP and copies the Iowa Medicaid Program Integrity Unit, Managed Care Reporting Oversight Bureau, and the Iowa Medicaid Program Integrity Unit.
  - a. If the tip includes PHI, the MCP Oversight Specialist will send the tip to the Iowa Medicaid Program Integrity Unit to request it be posted to the MCP's SFTP. Once it has been posted, send an email to the MCP and copy the Iowa Medicaid Program Integrity Unit, and Managed Care Reporting Bureau, and the Iowa Medicaid Audits and Investigations team. If no PHI is included, attach the tip and send it directly to the MCP, and copy the Iowa Medicaid Program Integrity Unit, the Managed Care Reporting Bureau and the Iowa Medicaid Audits and Investigations Team.

**Forms/Reports:**

Referral Form Template - Updated

**Paths to Documents:**

Path to all Documents listed under Forms/Reports - <\\dhsime\PISURS\Case Files\REVIEWS IN PROCESS\MCP REFERRALS>

**Interfaces:**

Microsoft Office

**Attachments:**



Referral Form  
Template - Updated.d