

Select originating cluster

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Authorized Signature

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Topic: Systems Issues

Subject: Introduction of New Screens for HCW Overpayment Recovery

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

If you have any questions about this information, contact:

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See attached document

Home Care Worker Overpayment Recovery Support Screens 09/13/2004

This is a supplement to Information Memorandum Transmittal SPD-IM-04-077 which described changes to the system to support the overpayment recovery process.

In addition to the other changes, three screens were created to enter and display provider overpayment information. They are:

SPRQ-Provider Recoupment List (Inquiry)
SPRI-Provider Recoupment Inquiry
SPRU-Provider Recoupment Update

The screens were designed to track all of the provider overpayment claims created through the adjustment process. The recoveries are on a voucher- by- voucher basis instead of the way we previously grouped the overpayments together in one lump sum. Each voucher that is overpaid will be assigned a separate internal control number (ICN).

You will be able to go to these screens to see a list of all the vouchers that were overpaid and to view the details of the overpayments. These screens provide better detail and improve our ability to track overpayments and recoveries. *Overpayments created before 08/20/2004 will display on SPRQ but will not have a voucher number attached to the recoupment.*

The SPRQ and SPRI screens are designed for inquiry and are available to you, but inquiry and update on SPRU will be limited for specific users in Central Office. The screens and their functions are described the pages following.

Screens

SPRQ- Provider Recoupment List (Inquiry)

SPRQ provides you with a list of old and current overpayment adjustments for a provider. From here you can select one record and go into SPRI to view the details.

SPRQ 100000		Provider Recoupment List			09/01/2004		
Prov Nbr 100000		Prov Name Q, SUZZY					
				Recoup	Orig		
Sel	Vch Nbr	ICN	Beg Date	Typ Pct	Adjust	Cur Bal	
	2004131850	6604223214000	06/20/2004	FRD 100	45.57	0.00	
	2004131851	6604223214001	06/21/2004	FRD 050	93.97	0.00	
	2004161382	6604223214002	06/22/2004	ADM 100	59.15	0.00	
s	2004161383	6604223214013	06/22/2004	ADM 020	15.28	12.22	
Msg							
F3=EXIT			F10=SPRI				

It can be accessed by doing any of the following:

From blank screen: SPRQ,prov number

From SPRI: press F12

SPRI- Provider Recoupment Inquiry

SPRI gives you the details of the overpayment adjustments and recoveries. The first section provides you with the details on the provider, the voucher number that was overpaid and the ICN number assigned to the recoupment. The second section lists the type of overpayment, rate at which to collect, the priority of the overpayment, the status and the balance the provider owes. This section will also provide you with the reason for the overpayment and the original amount that was overpaid. The third section lists any changes made to the base record by Central Office staff and any recoveries that have been collected through the system.

SPRI 100000 6604223214013		Provider Recoupment Inquiry		09/01/2004	
Prov Nmbr 100000	Prov Name Q, SUZZY				
Vch Nmbr 2004161383	ICN 6604223214013				
Recoup					
Typ Pct	Stat Code	Rel Date	Beg Date	Min Chk	Pri Liab
ADM100	RLS000	06/22/2004	06/22/2004	095	5
Rec Desc ADMINISTRATIVE ERROR 100% RECOUPMENT					
Adjust Reasn	Rec Stat	Adjust Act	Orig Adj	Cur Bal	Prim ID
82	A	C	15.28	12.22	ABC1234A
Rsn Msg Corrected overpayment due to hours					
** ----- Payment Recovery ----- **					
Last Chng	Adjust Tot	Cur Bal	Adjust Act	Description	
08/26/2004	0.00	15.28	W	CHANGE	
08/27/2004	3.06	12.22	V	DISPOSITION	
Msg					
F3=Exit		F19=Prev		F12=SPRQ	

It can be accessed by doing any of the following:

From blank screen: SPRI,prov number,ICN

From SPRQ: select desired line and press enter

From SPRQ: select the line with a character, press F10

SPRU-Provider Recoupment Update

SPRU was designed to give central office staff the ability to make changes to any overpayment adjustment claim that had already processed through the system. It will display the same information as SPRI and will not be available for you to view.

SPRU 100000 5604223214007 Provider Recoupment Update					
Prov Nmbr 100000		Prov Name Q, SUZZY			
Vch Nmbr 2004161383		ICN 6604223214013			
Recoup	Stat			Min	Pri
Typ Pct	Code	Rel Date	Beg Date	Chk	Liab
ADM100	RLS000	06/22/2004	06/22/2004	095	5
Rec Desc					
ADMINISTRATIVE ERROR 100% RECOUPMENT					
Adjust	Rec	Adjust	Orig		
Reasn	Stat	Act	Adjust	Cur Bal	Prim ID
82	A	C	45.57	0.00	ABC1234A
Rsn Msg					
Corrected overpayment due to hours					
Last Chng 09/02/2004		Time 13:07:15		Wkr ID SLA	
Msg					
F3=Exit		F8=Next		F11=SPRI F12=SPRQ	

SPRU can only be accessed by central office staff.

Codes and Descriptions

Adjustment reasons codes

The adjust reason codes are designed to give more specific details as to why a claim is being adjusted and will provide details about each transaction. These codes will appear on HINQ, SPRI and SPRU. These codes and descriptions will also be displayed on the provider's remittance advice.

010	Returned Check Processed
020	Data entry error
060	Adjustment due to an incorrect procedure code
080	Corrected payment due to recovery of an overpayment
081	Corrected overpayment due to miles
082	Corrected overpayment due to hours
083	Corrected overpayment due to hrly wage
084	Corrected overpayment due to miles/hours
085	Corrected overpayment due to miles/hrly wage
086	Corrected overpayment due to hours/hrly wage

Record status codes

The record status codes will tell you if the recoupment is active. It is found on SPRI in the second section in the rec stat field.

A	Active
C	Closed

Adjustment action codes

The adjustment action codes let you know what action has occurred with the recoupment. They also allow central office staff to change or delete any recoupments. You will find these codes on SPRI in the payment recovery section.

C	Set up
V	Disposition
W	Change
Y	Delete

Recoupment type codes

Several codes were developed to show information about the overpayment and criteria that can be used for recoupment. This criteria includes the percent of overpayment to be recovered from a payment, the prioritization of the recoupments, and the amount of the check the provider will be able to keep. The following are the standard default for each type. If necessary each field entry can be modified to reflect approved payment agreements.

<i>Type/%</i>	<i>Description</i>	<i>Min Ck</i>	<i>Priority</i>
FRD050	Fraud-recoup at 50%	0	1
FRD100	Fraud-recoup at 100%	0	1
ADM100	Administrative error 100%	95%	5
ANC100	Adjusted-no change in rates/units	0	1
GRV100	Overpayment reversed in grievance	0	1
PCA100	Personal care attendant 100% recoup	0	5
CKR100	Returned check; fully satisfied	0	1

Type/% code indicates the reason the overpayment occurred and the percent of the overpayment that will be recovered from each check. A brief description follows.

FRD050 and FRD100

These codes will only be used if fraud is determined by the Department of Justice, Medicaid Fraud Unit.

ADM100

The administrative error code is used when an error has occurred in the payment made to a provider. It will recoup at five percent gross pay, but can be adjusted to collect at different percentages to allow the provider more options (not to exceed 5% total gross pay).

ANC100

The adjusted no change code is used when there is a change in the procedure code previously paid. The original payment is adjusted to zero pay and then a new voucher is created and paid using the correct procedure code.

GRV100

The grievance code is used when a filed grievance is won by the provider and SPD has been notified. This will result in a reversal of the overpayment.

PCA100

The personal care attendant code will be used with recoupments for a PA provider type only.

CKR100

The check returned code is used when a provider returns a check or partial payment that they weren't eligible to receive.

The Minimum check field will indicate the percentage of the check the provider will be able to keep.

The priority field prioritizes the recoupments depending on the type of recoupment. It will generally collect the oldest overpayment first unless there is a recoupment with a higher priority.

Recoupment status codes:

These codes were designed to give Central Office staff the ability to release overpayments immediately, put them on hold if a grievance is filed, reverse an overpayment made in error or reverse an overpayment if a grievance is won.

RLS000	Release Recoupment immediately
HLD045	Hold Recoupment 45 Days
HLD090	Hold Recoupment 90 Days
HLD000	Hold Recoupment
HLD999	Hold recoupment indefinitely
GRV999	Grievance filed; hold indefinitely