

CATHOLIC CHARITIES OF LONG ISLAND
POLICIES AND PROCEDURES

Effective Date: July 23, 2014

Revision Date: September 1, 2020, July 24, 2023

Title:	Medicaid and Medicaid Managed Care Related Overpayments
Policy:	Catholic Charities does not retain any overpayments for Medicaid or Medicaid Managed Care services for which it is not fully entitled. Overpayments are returned within 60 days of identifying that they are overpayments.
Procedure:	In order to ensure compliance with the above Policy Statement, the Agency will, take the following actions:

FOR MEDICAID OVERPAYMENTS

RECOMMENDED PROCEDURE:

1. When a potential self-disclosure situation exists (i.e., we may have received an overpayment) that may necessitate returning overpayments to Medicaid, report the details of situation on the Self Disclosure Form, preferably on a Word file providing a full explanation as to why there may be an overpayment.
2. Forward a copy of the Potential Self Disclosure Form by e-mail to the Acting Compliance Officer.
3. The Acting Compliance Officer will review paperwork to determine whether there is a legitimate overpayment.
4. If it is determined that an overpayment is likely to exist, the Compliance Officer will issue instructions to complete the Reverse Billing Form with the details of the transactions needing to be adjusted or voided. This may require obtaining assistance from the Billing Department.
5. Forward the Reverse Billing Form by e-mail to the Acting Compliance Officer. Indicate why you believe that the worksheets have captured all instances of this type of overpayment.
6. The Acting Compliance Officer will review the documentation. If an overpayment is determined to exist, instructions will be given to the Billing Department to return the

overpayment. In addition, the Compliance File # will be provided to the Billing Department and, when appropriate, to any other party involved in the self-disclosure, so it can be used to cross reference all related files and correspondence.

7. If the overpayment is not return via OMIG's Self Disclosure portal, the Acting Compliance Officer will develop the self-disclosure letter, consulting with the compliance attorneys when necessary.
8. Once received, the Billing Department will forward documentation that indicates that Medicaid has accepted the return of the overpayment to the Acting Compliance Officer.

FOR MEDICAID MANGHED CARE

The Billing Department will return Medicaid Managed Care overpayments in accordance with each of their respective Self Disclosure Protocols.

Potential Medicaid Self-Disclosure

Billing provider's name:

Billing provider's Medicaid MMIS ID and/or NPI number:

Description of error that occurred:

How the error was found:

Amount of Medicaid overpayment:
(Attach Worksheet supporting amount)

Dates of service (DOS) the claims error encompasses:

Actions taken to stop the error and prevent recurrence:

Names/job titles of personnel involved in the error:

Names/job titles of personnel of those who discovered the problem:

Names/job titles of personnel involved in rectifying the problem:

I certify that the above is accurate and complete to the best of my knowledge.

Submitted by (Please print name and title):

Signature

Date

Supervisor's Signature