



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MEMORANDUM

To: Nursing Facility Administrators

From: Patrick Wheeler
Division of Recoveries and Financial Services (DRAFS)

Subject: Quarterly Overpayment Self-Reporting Process

Date: August 26, 2011

The Quarterly Overpayment Self-Reporting process has been completed for the 2nd quarter of 2011. In an effort to continually improve the process for all parties involved, I would like to communicate some observations that were made regarding the worksheets.

- Check that the Medicaid provider number is entered correctly on the worksheet.
- Ensure that ICN numbers are entered on the worksheet.
- If worksheets are sent in PDF format, please also provide a copy in Microsoft Excel.

Following these recommendations will help ensure that claims are handled effectively and efficiently.

We would like to hear your comments about the worksheet itself. Is there anything that could be changed to improve the self-reporting process? Please provide comments via e-mail at CreditBalanceAudits@dhmh.state.md.us. Thank you for your cooperation regarding this matter.

Toll Free 1-877-4MD-DHMH – TTY/Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us