



**EVANSVILLE
MEDICAID AUDIT
July 2006**

**Ritz Charles
October 31, 2007**

Evansville-Vanderburgh Schools

- Evansville-Vanderburgh-Posey Special Education Cooperative
- EVSC Student Population – 23,000
- EVSC Dec. 1 Count – 4800
- Medicaid Eligibility – 62%
- Billing Since 2001 – MeccaTech

EVSC Medicaid Committee

- Jamie Smith – coordinator
- Karen Scheessele – assistant director
- Laura Medcalf – staff secretary
- Debbie Schultheis – assistive technology
- Larry Bass – director
- Subcommittee – staff therapists

Overview

- Notification Process
- Preparation Activities
- On-site Review
- Exit Conference
 - Request for Post-audit Information
 - Audit Report

Prior Notice of Audit

- Initial Telephone Contact from Health Care Excel
- Subsequent Written Notification
- Two-week Lead Time
- On-Site Dates Pre-determined – Limited Flexibility
- Length of Audit – Exit Conference Meeting Set

Oversight – Indiana Medicaid

- OMPP – (*Office of Medicaid Planning and Policy*) Audit – contracts w/ HealthCare Excel to conduct state audits of school districts receiving Medicaid funds
- Health Care Excel - Indiana Medical Policy, Prior Authorization, *Surveillance and Utilization Review*

Scope of Audit

- Includes but not limited to:
 - Billing Practices
 - Coding
 - Standards of Care
 - Medical Necessity

Purpose of Audit

- Evaluate Utilization
- Recover overpayments
- Review Selected Issues of Concern
- Educate re: IHCP (*Indiana Health Coverage Programs*) Guidelines

Prior Notice of Review of Claims

- List of Students - Representative Sample
 - Dates of service
 - Audit date range – Ex. 4/1/04 through 6/30/05
 - Random Sampling Methodology
 - RID – Recipient Identification Number
 - ICN – Internal Control Number
 - FDOS – First Date of Service
 - LDOS – Last Date of Service
 - 144 Names – Represents <5% eligible students

Request for Records - Required

- For each date and service billed.....
 - Original medical records
 - Copy of claim forms and/or electronic claim form report for each date/service billed
 - Copy of Individualized Education Program (IEP)

Request for Records - Additional

- Copy of Provider's Fee Schedule – see billing agent
- Copy of Verification of IHCP Enrollment – see original application
- Listing of Abbreviations – i.e, SLP “codes”
- List of All Personnel, Credentials, Signatures

Audit Review Team - HCE

- Team – 3 Reviewers
- Copy Machine Availability
- Designated Work Area
- Staff Available to Answer Questions
- Schedule Exit Conference Prior to Visit

Audit Review Team - School

- Director or Designee
- Billing Agent
- Office Manager
- Business Manager – optional
- Central Office Admin – optional
- DEL Representative – optional
- Others as required/requested

Preparation Activities

- Gather IEP's
 - Pull from buildings, archives, central office
 - Check range dates – often requires IEP's from multiple years
- Service Provider Records
 - Date sheets, service delivery records
- Attendance Records
 - Verify student attendance – computer printouts

Preparation Activities

- Assemble Binder for Provider Credentials
- Create List of Provider ‘Signatures’
- Write List of Abbreviations, if applicable
- Designate Audit Location – Assemble Records
– Provide Copier
- Review Records Prior to Team Arrival

Preparation Activities

- Retrieval of Records
 - Archives
 - Central office active/inactive files
 - Multiple building sites
- Time Commitment
 - 2 secretaries – one week
 - 3 central office staff – one week
 - 1 director – two weeks

On-Site Review - School

- 2-3 Days Including Exit Conference
- Be Available for Questions
- Conduct Normal Business
- “Don’t Call Us... We’ll Call You”

On-Site Review - HCE

- Will Examine Every Record
- Will Make Copies of Selected Records
- Will Ask Questions for Clarification
- Will Verify and Cross Check Data

Record Review – On-Site

- Documentation verifies service was provided on date of claim
- Service billed does not exceed IEP
- Documentation indicates DAILY progress
- Attendance records reconcile w/ billing date
- Attendance/Performance(data sheets) and Service Records reconcile

Exit Conference

- Conducted by Lead Interviewer
- Teams from HCE and School attend
- Review includes strengths, deficiencies, recommendations for changes in procedures, indication of anticipated corrective action and overpayment, if applicable
- Indication of need for additional information

For Your Consideration:

- Establish Medicaid committee
- Review and revise documentation forms frequently
- Provide ongoing staff training
- Monitor staff participation
- Seek input from and provide support for providers
- Establish internal written procedures
- Centralize all records of eligible students

For More Information.....

Larry Bass, Director

Evansville-Vanderburgh School Corporation

2150 Stringtown Road

Evansville, Indiana

812-435-8466

lbass@evsc.k12.in.us