



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

INFORMATIONAL LETTER NO. 821

TO: Iowa Medicaid Hospital Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Medicaid Credit Balance Self-Audit Project

DATE: July 23, 2009

EFFECTIVE: Immediately

In the course of doing business, an institutional Medicaid provider or provider whose reimbursement is based on cost, may self – identify credit balance situations after payment is received. These can occur for various reasons but the most common are billing errors or payments being received from more than one payer source (Medicaid and private insurer, Medicaid and Medicare, etc.). Please note that this notice does not affect or apply to the Iowa Medicaid Enterprise Disallowance project.

The Iowa Medicaid Enterprise (IME) is requesting that when an institutional provider identifies a Medicaid credit balance, they submit a credit balance report along with payment within 30 days of identification. Multiple credit balance entries can be combined and submitted on one report.

Providers do not need to submit these reports in months when credit balance situations have not been identified. The credit balance forms are available on-line at <http://www.ime.state.ia.us/docs/CreditBalanceSpreadsheet.xls>

The form includes all the information needed for IME staff to make the necessary adjustments within MMIS.

Checks and forms should be mailed to:

**Surveillance and Utilization Review Services (SURS)
Iowa Medicaid Enterprise
P.O. Box 36390
Des Moines, IA 50315
Attention: Credit Balance Processing**

If you have any questions, please contact IME SURS at 1-877-446-3787 or in the Des Moines area at 515-725-1346.