

PI - Preliminary Review

Purpose:

This procedure describes the process for conducting a preliminary review.

Identification of Roles:

IME PI Unit– conduct preliminary review

Performance Standards:

Within 24 hours of receipt of the referral

Path of Business Procedure:

Conducting a Preliminary Review

- Step 1. The Senior Reviewer, completes a preliminary review with input from the Contract Director, Supervisor, Review Operations and Program Integrity and the Database Management Administrator:
 - a. to determine the most appropriate approach in addressing a referral or a proposed review focus;
 - b. to further investigate a provider or treatment that appears to be aberrant or exceptional on a SURS Subsystem Report;
 - c. to determine whether a potential problem exists to an extent that would warrant a full review; and
 - d. to determine the size of an identified population of providers or claims to be reviewed.

- Step 2. If an individual provider(s) has been identified for the review, the Contract Director or Operations Manager will enter the provider reviews into the PI Database as they are assigned.

- Step 3. The Senior Reviewer initiates the following preliminary review process.
 - a. Senior Reviewer accesses the PI database and adds a narrative in the notes section outlining the data request information to be pulled by the DBMA.

- b. The Senior Reviewer sends an email to the Contract Director and DBMA informing them that there is a data request detailing the information needed for the review.
- c. The DBMA reviews the data request and pulls the information as described in the SURS database notes section. Extracted data is formatted and saved to P:\Case Files\REVIEWS IN PROCESS\REVIEWER NAME\NAME OF REVIEW.
- d. After the data is obtained from the warehouse and formatted, the DBMA will email the Contract Director and Senior reviewer indicating that the data is available and attaches a link to the data.

Step 4. The Senior Reviewer completes the preliminary review of the provider using SURS Subsystem, data query and MMIS claims review for analysis to determine if a full review is indicated.

Step 5. If the preliminary review indicates fraud or abuse, the issue is presented to the Contract Director. If the Contractor Director agrees, the preliminary review is stopped and the provider is referred to MFCU for investigation. PI will not initiate a full review unless the issue is declined by MFCU.

Step 6. The Senior Reviewer along with the Database Management Administrator use the “Reviewer Project Recommendation and Project Initiation Form” PI F-102_1 (P: SURS/Templates and Forms/Approved Forms/SURS Review Forms/Reviewer Project Recommendation and Project Initiation form(PI)).

- a. Fills in all applicable fields on the form.
- b. Saves the recommendation form in the “Reviews in Process” folder (P: SURS/ Case Files/Reviews in Process/[Reviewer’s Name]).
- c. Sends an e-mail stating the name and location/link of the completed “Review Recommendation and Project Initiation” form to the Contract Director.
- d. Does not move forward with recommended action (e.g., full review) until confirmation of approval is received from the Contract Director that the PI form is approved and complete.
- e. Discuss case closure recommendations with the Contract Director and Supervisor to obtain approval and have the form completed.

Step 7. If closure is approved by the Contract Director and Supervisor, because the preliminary review does not support a full review, the following steps are needed.

- a. The Senior reviewer sends the Contract Director an email outlining the rationale for closure. The Senior reviewer also enters a narrative in the PI database notes section with the closure rationale.
- b. The Senior reviewer prepares the paper file for the Administrative Assistant to send for scanning and shredding.
- c. The Senior reviewer gives the paper file to the Contract Director or Supervisor after they have finished preparing the file for closure.
- d. After the Contract Director or Supervisor have received the paper file from the reviewer, the case is closed in the PI database by marking the appropriate fields.
- e. After closure, the Supervisor or Senior Reviewer moves the folder from P:\Case Files\REVIEWS IN PROCESS\REVIWER NAME\NAME OR REVIEW to P:\Case Files\REVIEWS IN PROCESS\REVIEWER NAME\CLOSED CASES.
- f. The Senior reviewer gives the paper file to the Administrative Assistant for breakdown and delivery to scanning.
- g. An email is sent to the DBMA and the reviewer indicating that the case has been officially closed.

Step 8. The Contract Director along with the Supervisor determine case dispensation according to urgency of case and determine priorities and dispensation.

Step 9. The Contract Director informs the DBMA, and Reviewer of any cases approved for full review by sending e-mail notification. The completed form remains in the Reviewer's Reviews in Process folder.

The Senior Reviewer and Database Management Administrator are responsible for ensuring that the project is approved and that the completed form is saved in the appropriate file before proceeding with the full review.

FORMS/REPORTS:

Reviewer Project Recommendation and Project Initiation Form PI F-102_1

RFP References:

6.5.3.1

Interfaces:

Other IME Units

Medicaid Fraud Control Unit

Attachments:

\\dhsime\imeuniversal\Operational Procedures\Program Integrity\Forms and Letters\Approved Letter Templates\PI Form\Project Initiation Form F102_1P.dotx