

ORGANIZATION POLICY

Policy Title: COST REPORT – ERRORS IN REPORTING

Policy Number: 1212

PURPOSE:

To ensure that an error discovered subsequent to filing the Medicare and Medicaid Cost Report is appropriately reported to the Fiscal Intermediary.

POLICY:

The Fiscal Intermediary will be notified, within 30 days but no more than 90 days of the date of discovery, in writing, of any material error discovered subsequent to filing a cost report for all applicable payers (e.g. Medicare, Medicaid, TriCare, formerly known as Champus, etc.).

PROCEDURE/GUIDELINES:

An error discovered subsequent to the filing or issuance of any cost report (i.e. filed, amended, NPR) is to be reported to the CFO or his/her designate. The CFO or his/her designate is responsible for reporting the error to the Fiscal Intermediary(FI) within the appropriate day time frame. The use of outside consultants and/or legal counsel may be used at the direction of the CFO. Errors discovered by non-reimbursement personnel should be reported to their direct Supervisor and then communicated to the CFO or his/her designate. In addition to reporting the error, the FI will be asked to provide written instruction related to filing an amended cost report and/or the handling of any subsequent payable or receivable related to the error. The letter will be mailed certified with return receipt requested to document the notification. Documentation regarding the discovery and subsequent correspondence with the intermediary should be included in the permanent file.

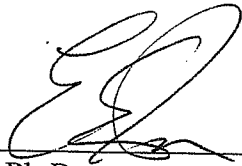
EFFECTIVE DATE: June 19, 2003

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APPROVED BY:



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