

LOUISIANA MEDICAID - PROVIDER SELF-AUDIT GUIDANCE

Introduction

The purpose of this document is to provide guidance to providers regarding self-audits. Self-audits are received and processed through the Program Integrity section of the Louisiana Department of Health (LDH).

A provider is responsible for ensuring that claims submitted to the Medicaid program are accurate and appropriate. When a provider identifies that reimbursements were incorrect, the provider is required to refund the erroneous amounts to the state within sixty (60) days of discovery. Providers shall return the incorrect amounts to the Agency accompanied by supporting documentation that enables the Agency to verify the overpayment amount.

Submission of Self-Audit

To accurately process a self-audit, the LDH Program Integrity unit needs, at a minimum, the following information to validate the audit findings and overpayment.

1. Billing Provider information:

- a. Provider name
- b. Medicaid provider number(s)
- c. Tax identification number(s)
- d. NPI Number(s)
- e. Provider type(s)
- f. Provider address
- g. Contact person, to include name, address, and telephone number

2. Claims information:

- a. Recipient Medicaid ID
- b. Recipient first and last name
- c. Medicaid ICN
- d. From date of service
- e. To date of service
- f. Date of Medicaid payment
- g. Payment amount
- h. Procedure code/Revenue code
- i. Units of service
- j. Servicing provider name
- k. Servicing provider Medicaid number/NPI number
- l. Description of non-compliance
- m. Overpayment amount

3. Self-audits should be sent to the following:

Louisiana Department of Health
Bienville Building – Program Integrity
Attention: RN Manager
P.O. Box 91030
Baton Rouge, LA 70821

4. Agency Verification:

The Louisiana Department of Health (LDH) will review the results of the self-audit for validation purposes. Once validated, ***a follow-up letter will be sent*** notifying you whether or not LDH is in agreement with your findings. This letter will also include additional details concerning the validation process and instructions for submitting payment to LDH.