National Government Services

MEDICARE

A CMS Medicare Administrative Contractor

Overpayment Recovery Unit
Federally Qualified Health Center Voluntary Refund Form

To Be Completed By Medicare Contractor

Date:_____ **Contractor Deposit Control #:** _____
Date of Deposit:_____ **Contractor Contact Name:** _____
Phone #:_____ **Contractor Fax:** _____
Contractor Address: _____

To Be Completed By Provider/Physician/Supplier, Or Other Entity

Please complete and forward to your Medicare contractor. This form, or a similar document containing the following information, should accompany every unsolicited/voluntary refund so that receipt of check is properly recorded and applied.

Physician/Supplier or Other Entity Name: _____
Address: _____
Provider/Physician/Supplier # or NPI #: _____ **Tax ID #:**_____
Contact Person: _____ **Phone #:** _____
Amount of Check $: _____ **Check #:**_____ **Check Date:** _____

Refund Information

For each claim, provide the following:

Patient Name:_____ **HICN:**_____
Date of Service: _____ **Medicare Claim Number:**_____
Claim Amount Refunded $:_____
Reason Code for Claim Adjustment: _____(Reason codes are listed below. Use one reason per claim.) (Please list all claim numbers involved. Attach separate sheet, if necessary)

Note: If specific patient/Health Insurance Claim (HIC)/claim #/claim amount data not available for all claims due to statistical sampling, please indicate methodology and formula used to determine amount and reason for overpayment: _____

Note: If specific patient/HIC/claim # information is not provided, no appeal rights can be afforded with respect to this refund. Providers/physicians/suppliers, and other entities who are submitting a refund under the Office of the Inspector General's (OIG's) Self-Disclosure Protocol are not afforded appeal rights as stated in the signed agreement presented by the OIG.

For Institutional Facilities Only: Cost report year(s): _____ (If multiple cost report years are involved, provide a breakdown by amount and corresponding cost report year.)

The acceptance of a voluntary refund in no way affects or limits the rights of the Federal Government or any of its agencies to pursue any appropriate criminal, civil or administrative remedies arising from or relating to these or any other claims.

For OIG Reporting Requirements

Do you have a Corporate Integrity Agreement with OIG? ☐ Yes ☐ No
Are you a participant in the OIG Self-Disclosure Protocol? ☐ Yes ☐ No

Reason Codes

Billing/Clerical:
01 – Corrected date of service
02 – Duplicate
03 – Corrected CPT code
04 – Not our patient(s)
05 – Modifier add/remove
06 – Billed in error

MSP/Other Payer Involvement:
07 – MSP group health plan insurance
08 – MSP no-fault insurance
09 – MSP liability insurance
10 – MSP, Workers' Comp. (including Black Lung)
11 – Veterans Administration

Miscellaneous:
12 – Insufficient documentation
13 – Patient enrolled in HMO
14 – Services not rendered
15 – Medical necessity
16 – Other—Be specific:
_____

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

Mail Completed Form To

National Government Services, Inc.
Part A Fiscal Intermediary—Voluntary Refund
P.O. Box 809199
Chicago, IL 60680-9199