

A CMS Medicare Administrative Contractor  
<https://www.NGSMedicare.com>

## Applying for an Extended Repayment Schedule

Any time a provider needs longer than 30 days to repay the full amount of an overpayment, the provider should submit a request for an extended repayment schedule (ERS). While a provider may request an ERS at any time during the debt-collection process, submittal within the first 15 days may decrease the likelihood of a full withhold on interim payments.

If a valid ERS request is submitted and received within 15 days of the date of the demand letter, collections will be delayed for 30 days while we review the application. If a complete ERS application is not received within 30 days of the initial request, a 30 percent payment suspension of interim payments will be implemented.

If we do not hear from the provider regarding an ERS application within 15 days from the date of the demand letter, we will begin to recoup the overpayment by withholding a percentage of interim payments. The withhold percentage is generally 100 percent.

Any payments withheld will be applied to the outstanding overpayment and will not be refunded.

Any request for an ERS greater than 36 months will be forwarded to the Centers for Medicare & Medicaid Services (CMS) for approval. The maximum term allowed to request is 60 months.

Approved ERS requests will run from the ERS approval date.

Good faith payments are required every 30 days during the review process until written approval or denial is received.

If you have any questions, please submit your inquiries to [J6A.ERS.Requests@anthem.com](mailto:J6A.ERS.Requests@anthem.com). Additional information regarding the ERS process can be obtained by visiting [our website](#).

## ERS Request Form – Required Supporting Documentation

Please include all of the documents below with your request. **Do not leave anything on this form blank.** Missing or incomplete documents can delay your application and increase the likelihood that interim payments may be withheld.

\_\_\_\_\_ Provider – NPI Number  
\_\_\_\_\_ Demand Letter Date  
\_\_\_\_\_ Last Cost Report Filed (FYE date or N/A if you are a noncost report provider)

You must submit the following documentation to initiate the ERS request process:

- Items 1 and 2 – for ERS requests of six to eleven months
  - Items 1 through 12 – for ERS requests of twelve to sixty months
  - A valid [Appointment of Representative \(AOR\) form](#) is required for providers represented by third parties: [CMS 1696](#)
- 1.) **Signed Proposed Amortization Schedule** – CMS requires a signed request including a proposed monthly term and payment installment schedule, as a provider’s agreement to pay its overpayment through installment payments.
  - 2.) **Installment Payments** – CMS requires the provider to submit the first installment payment (per the proposed amortization schedule above), along with any future payments due while under review.
  - 3.) **Balance Sheets** – The provider’s most current balance sheet and the balance sheet for the last complete Medicare cost reporting period or the most recent fiscal year.
    - a. CMS requires that both the balance sheets and income statements include similar agreement language. (see Exhibit 1)
    - b. **Note:** If the time period between the two balance sheets is less than six months or the provider cannot submit balance sheets prepared by its accountant, it must submit balance sheets for the last two complete Medicare cost reporting periods (for providers that file a cost report) or for the last two complete fiscal years (for providers that don’t file a cost report).
  - 4.) **Income Statements** – Related to the balance sheets.
    - a. CMS requires that both the balance sheets and income statements include similar agreement language. (See Exhibit 1)
  - 5.) **Cash flow statements** – for the periods covered by the balance sheets. (see Exhibit 2) If the date of the provider’s request for an extended repayment schedule is more than three months after the date of the most recent balance sheet, a cash flow statement shall be provided for all months between that date and the date of the request.
  - 6.) **Projected cash flow statement** – from the date of the request and covering the remainder of the fiscal year. If fewer than six months remain, the provider shall include a projected cash flow statement for the following year. (see Exhibit 3)
  - 7.) **List of restricted cash funds** – by amount as of the date of request and the purpose for which each fund is to be used, if applicable.
  - 8.) **List of investments** – by type (stock, bond, etc.), amount and current market value as of the date of the report, if applicable.
  - 9.) **List of notes and mortgages payable** – by amounts as of the date of the report, and their due dates, if applicable.
  - 10.) **Schedule showing amounts** – due to and from related companies or individuals included in the balance sheets. The schedule should show the names of related organizations/persons, TIN and

NPI numbers. It shall also show where the amounts appear on the balance sheet (such as Accounts Receivable, Notes Receivable, etc.)

- 11.) **Schedule showing types** – amounts of expenses (included in the income statements) paid to related organizations. The schedule shall show names of the related organizations, TIN and NPI numbers.
- 12.) **The percentage of occupancy** – by type of patient (e.g., Medicare, Medicaid, private pay) and total available bed days for the periods covered by the income statements.

If one of the above items is not available or does not apply to this provider, please explain why in the space provided below by referencing the item number followed by the explanation:

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Good faith payments, in accordance with your submitted proposed amortization schedule, should be made payable and mailed to:

National Government Services, Inc.  
Attn: ORU Part A - ERS Request  
P.O. Box 809199  
Chicago, IL 60680-9199

Good faith payments, in accordance with your submitted proposed amortization schedule, can also be overnighted. The overnight address (signature required) is:

U.S. Bank  
Attn: Lockbox 809199  
5635 South Archer Ave.  
Chicago, IL 60638

- Please check to have all underpayments or manual refunds automatically applied to this loan. This may be rescinded at any time with written notice.

**EXHIBIT 1. – Certification by Officer or Administrator of Provider(s)**

MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS BALANCE SHEET OR INCOME STATEMENT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW.

CERTIFICATION BY OFFICER OF ADMINISTRATOR OF PROVIDER(S):

“I HEREBY CERTIFY that I have examined the balance sheet and income statement prepared by \_\_\_\_\_ and that to the best of my knowledge and belief, it is a true, correct, and complete statement from the books and records of the provider.”

Signed: \_\_\_\_\_  
**Officer or administrator of provider(s)**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT 2. – Cash Flow Statement Period Covered

### CASH FLOW STATEMENT FOR THE PERIOD

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#### Cash provided by:

Operations (net)	\$XXXX
Cash donations (unrestricted)	XXXX
Long-term borrowing	XXXX
Investment earnings (cash dividends, interest)	XXXX
Sale of long-term investments	XXXX
Sale of equipment	XXXX
Issuance of bonds	XXXX
Decrease in current assets – other than Accounts Receivable, Prepaid Expenses and Inventory	XXXX
Increase in current liabilities – other than Accounts Receivable, Prepaid Expenses and Inventory	XXXX
Others	<u>XXXX</u>
Total Cash Provided	\$XXXX

#### Cash applied to:

Purchase of equipment	\$XXXX
Payment of long-term debt	XXXX
Payment of bond redemption fund	XXXX
Purchase of long-term investments	XXXX
Payment of dividends	XXXX
Purchase of land and/or building (purchase price less mortgage, capital stock and noncash assets given toward purchase)	XXXX
Increases in current assets – other than Accounts Receivable, Prepaid Expenses and Inventory	XXXX
Decreases in current liabilities – other than Accounts Payable and Prepaid Income	<u>XXXX</u>
Other	XXXX
Total Cash Applied	XXXX
Increase (Decrease) in Cash	\$XXXX
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Cash at end of period (MM/DD/YY)	\$XXXX
Less Cash at beginning of period (MM/DD/YY)	<u>XXXX</u>
Increase (Decrease) in cash	<u>XXXX</u>

**EXHIBIT 3. – Projected Cash Flow Statement Cash from Operations Period Covered**

**PROJECTED CASH FLOW CASH FROM OPERATIONS  
FOR THE PERIOD \_\_\_\_\_**

Net Income (or Net Loss)	\$XXXX
<b>Increases:</b>	
Depreciation expense	\$XXXX
Loss from sale of equipment	XXXX
Decrease in net Accounts Receivable	XXXX
Decrease in Prepaid Expense	XXXX
Decrease in Inventory	XXXX
Increase in Accounts Payable	XXXX
Increase in Prepaid Income	XXXX
Others	<u>XXXX</u>
Gross Cash from Operations	\$XXXX
<b>Decreases:</b>	
Gain from sale of equipment	\$XXXX
Increase in net Accounts Receivable	XXXX
Increase in Prepaid Expense	XXXX
Increase in Inventory	XXXX
Decrease in Accounts Payable	XXXX
Decrease in Prepaid Income	XXXX
Others	<u>XXXX</u>
Net Cash from Operations	\$XXXX

The legal authority for the collection of information on this form is authorized by section 1869 (a)(3) of the Social Security Act. The information provided will be used to further document your claim. Submission of the information requested on this form is voluntary, but failure to provide all or any part of the requested information may affect the determination of your claim. Information you furnish on this form may be disclosed to the CMS or another person or government agency only with respect to the Medicare Program and to comply with Federal laws requiring or permitting the disclosure of information or the exchange of information between the Department of Health and Human Services and other agencies.