



JEB BUSH
GOVERNOR

CAROLE GREEN
SECRETARY

MEMORANDUM

TO: AAA Executive Directors in PSA 1, 7, 8, 10, and 11
POLICY#: **042005-1-I-SWCBS**

FROM: Carole Green, Secretary

DATE: April 20, 2005

SUBJECT: Notice of Instruction: Medicaid Claims Accuracy Audit

The Agency for Health Care Administration, with the assistance of Navigant Consulting, Inc. (formerly Tucker Alan, Inc.), is again conducting a claims accuracy audit for the Florida Medicaid program. This task includes monitoring claim line items for clients served under the Aged and Disabled Adult Services Medicaid Waiver and the Assisted Living for the Frail Elderly Medicaid Waiver. The conclusion of this audit will result in the formulation of an error rate for our waiver programs. We want to be certain that the error rate is accurate and not a reflection of our inability to locate the correct documentation.

Attached please find an Excel file that lists the paid claim line item(s) selected from your PSA. Each line item includes information about the service delivered, information about the client and the service provider. The following information is needed for each claim line item:

- Service authorization for the service listed to include the number of hours and duration
- Care plan covering the date the service was provided
- Proof that the service was provided
- Notification of level of care
- Physician Certification Form (form 3008)
- Last assessment done prior to the date of service

For each item, please contact the service provider and/or the lead agency for the needed information. Please ensure that Medicaid IDs are placed on all documents. Please send all needed information to Vicki Woodward at the Department of Elder Affairs by May 6, 2005. Her address is as follows:

Department of Elder Affairs
3rd Floor
4040 Esplanade Way
Tallahassee, FL 32399-7000
Attn: Vickie Woodward

4040 ESPLANADE WAY
TALLAHASSEE,
FLORIDA 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

If you will not be able to send this information by May 6, 2005, or have any questions about this request, please call Mindy Sollisch at 850.414.2181 as soon as possible.