

Quarterly MCO Settlement Process/Wraparound Report SUBMISSION CHECKLIST

To increase the accuracy of your reports, decrease the likelihood that reports will be returned by the Department of Public Welfare (DPW) for correction or clarification, and improve cash flow, PACHC encourages health centers to use this checklist with all wraparound report submissions.

Acceptable Supporting Documentation. Must be primary documents such as a copy of a check from the managed care organization (MCO), a numbered copy of the electronic fund transfer (EFT) or a copy of the remittance advice. DPW *does not* accept provider prepared documents in support of reported receipts.

Accuracy. The MCO name on Worksheet 5 must match the MCO name on the supporting documentation.

Sorting. Checks must be sorted *first by month, then by MCO* within the month, keeping all checks from individual MCOs received within the month together.

Full Checks. If the full amount of a check is applicable to the report, just include a copy of the check as supporting documentation. *Do not* *handwrite* or highlight anything on the check.

Partial Checks.

Alternative 1- If the full amount of the check is not reported on Worksheet 5, please *handwrite* the amount applicable to the report on the check and highlight that amount so DPW's attention is drawn to it.

NOTE: Do not *handwrite*/*highlight* multiple amounts on a single check.

Directly under the highlighted amount, you should clearly note the reasons why the full amount of the check was not reported. You do not need to document the non-applicable amounts on the check.

Alternative 2- If the full amount of the check is not applicable to the report either follow the instructions above or do not send a copy of the check at all.

NOTE: If you do not send the check, you must still maintain a copy of all checks, both applicable and not applicable, in your files for auditing purposes.

RAs as Documentation. If a remittance advice is submitted, the amount applicable to the report must be highlighted so DPW's attention is drawn to it. Any amounts that appear on a remittance advice that are not reported as a receipt on Worksheet 5 must accompany an explanation as to why the amount has not been included.

Unusual Circumstances. Acknowledge and explain unusual occurrences in your cover letter. Example: Encounters for a specific MCO remain consistent but no payments are received from that MCO in a certain month.

NOTE: The situation should be explained by detailing the actions that have been initiated in order to resolve the payment issue and when the payment is expected to be received. A name and telephone number of the person handling the issue at the MCO should also be included.

Timeliness. Quarterly MCO settlement reports are due 25 days following the end of a quarter. Communication with DPW is an important step in this process. *Late submissions received after the 40th day must be accompanied by a cover letter fully explaining the reasons for the late submission.*

NOTE: Processing delays can be expected for reports submitted later than 60 days following the end of the quarter. DPW will review and process all late submissions in the third month of the quarter in which your health center submits all reports due through the current quarter.

All providers are notified via regular mail when their reports have been processed.

Report Return for Correction or Clarification. Incorrectly completed quarterly MCO settlement reports and supporting documentation which does not adhere to the above procedures will not be processed and will be returned to the provider via regular mail.

NOTE: DPW will send any reports that must be returned to a health center for clarification or correction via FedEx at the health center's discretion.

PACHC has provided a FedEx box supply to DPW and IF A HEALTH CENTER INCLUDES A NOTE ON THEIR WRAPAROUND COVER LETTER AUTHORIZING RETURN OF THE REPORT BY FEDEX AT THE HEALTH CENTER'S EXPENSE AND INCLUDES THE HEALTH CENTER'S FedEx ID#, if it is necessary to return the report, DPW will do so by FedEx after calling or sending an email notification to the health center point of contact.

CHECK & DOUBLE-CHECK MATH!

Questions may be directed to Samuel D. Caramela at DPW, (717) 265-7831, or to Cindi Christ at PACHC, cindi@pachc.com or (717) 761-6443, ext. 204.