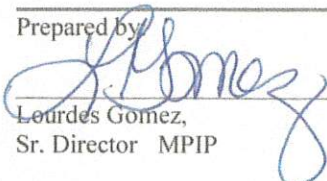

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

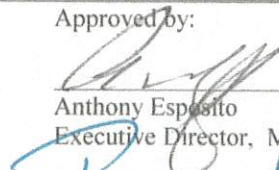
Revised Date: 08/01/2020


Effective Date: 08/01/2020

Prepared by:


Lourdes Gomez,
Sr. Director MPIP

Approved by:


Anthony Esposito
Executive Director, MPIP


Patricia McCarroll
Vice President of Clinical Administration

Department: **Audit & Compliance Reconciliation**

TITLE: Reconciliation of Audit Results

Policy#: ACC 26

Policy: The purpose of this policy is to document the benchmarks by which to evaluate the timeliness and efficiency of Audit and Compliance transactions that have been finalized by MPIP Business Operations

Procedure:

- 1) The Audit & Compliance Departments will periodically conduct audits of billing records. Those audits may result in the return of money or in charge corrections.
- 2) Results of the audits are sent to MPIP for the finalization of the actions that need to be taken to keep The Institution complaint with Federal and State regulations.
- 3) The volume of transactions required to carry out the finalization of the audit depend in whole on the volume of affected claims and varies from audit to audit.
- 4) To prevent disruption and maintain efficient operations within the MPIP Payment Posting and Reconciliation Department only a certain number of transactions resulting from the audits can be processed within normal business hours.
- 5) The following schedule of production will be applied to finalizing Audit and Compliance transactions. Compliance and or Auditing will identify for MPIP items where the clock has already commenced to ensure those items are given priority. In all cases the projects assigned to MPIP will be completed within 60 days or sooner to comply with Federal & State Reporting requirements.

Number of Items

Timeframe for Finalization/Resolution

0 - 50 items
51-100 items
101-150 items

7 Days
14 Days
21 Days

151-200 items
201-250 items

28 Days
35 Days

Increments of 7 Days for each additional 50 items

- 6) Exhibit A that is part of this policy is a tracking document that will accompany any files or documentation sent to MPIP. The purpose of this tracking form is to strengthen the accountability of the policy.
- 7) This policy dovetails with MPIP BIS 19 Charge Correction Policy in as much as in some cases the Charge Correction must take place prior to either a refund or refund letter being initiated.

**MEDICAL PRACTICE INCOME PLAN
COMPLIANCE/AUDIT TRACKING FORM
Exhibit A**

Project Name:	
Quantity (# of Invoices)	

CHARGE CORRECTION DEPARTMENT	Date	Notes
DATE LOG FILES SENT TO MPIP - CHARGE CORRECTION DEPARTMENT		
ITEMS REQUIRING CHARGE CORRECTION		
DATE CHARGE CORRECTION TEAM COMMENCED WORK		
CHARGE CORRECTION COMPLETION DATE		
# OF DAYS FOR CHARGE CORRECTIONS TO COMPLETE		
COMPLETED BY		

REFUNDS DEPARTMENT	Date	Notes
DATE LOG FILES SENT TO MPIP - REFUNDS DEPARTMENT		
DATE REFUND TEAM COMMENCED WORK		
REFUND COMPLETION DATE		
# OF DAYS FOR REFUNDS TO COMPLETE		
COMPLETED BY		

COMPLIANCE/AUDIT	Date	Notes
DATE COMPLETED PROJECT WAS SUBMITTED TO COMPLIANCE/AUDIT		