

Claims Worksheet

XYZ CLINICAL CARE COMPANY—NPI 123456789 CLAIMS COMPLIANCE SELF-AUDIT CLAIMS PROBE SAMPLE REVIEW WORKSHEET PROCEDURE CODES 12345 THROUGH 12349		Initials	Date
	Prepared By	ME	MM/DD/YY
	Reviewed By	YOU	MM/DD/YY
	Verified By	HIM/HER	MM/DD/YY
	Document References: CPSRW-01		
	Pages: 1 of 2		

FILENAME: XYZ-CPSRW-01

SOURCE: Electronic claims administration database.

PURPOSE: To determine volume and value of potential improper payments.

PROCEDURE: Test source documents for each sampled claim against applicable claim criteria.

RESULTS: Figure 1 contains a claims testing example. Note that the figure shown is a partial example. Such a table would work best as columns and rows in a data analysis software file so calculations could be done electronically rather than manually.

Claims Testing Table Example

Sample Number	Patient Number	Claim Number	Line Number	Date of Service	Procedure Code	Diagnosis Code	Billed Amount	Paid Amount	Correct Amount	Improper Amount	Notes and Comments
1	10000	00001	01	02/29/16	12341	D101	\$20.00	\$10.00	\$10.00	\$0.00	OK
2	20000	00003	02	02/29/16	12342	D101	\$100.00	\$90.00	\$80.00	\$10.00	S/B 12348
3	30000	00004	03	02/29/16	12343	D101	\$40.00	\$30.00	\$30.00	\$0.00	OK
4											
5											
6											
7											
8											
9											
10											
11											
TOTALS							\$160.00	\$130.00	\$120.00	\$10.00	N/A

CONCLUSION: The net financial error rate is ____ percent (Paid Amount/Correct Amount). The control deviation rate is ____ percent (Number of Claims in Error/Number of Claims Tested). If these findings are verified during document review, the following should be considered:

- <State possible follow-up action here>
- <State possible follow-up action here>
- <State possible follow-up action here>.

To see the electronic version of this claims worksheet and the other products included in the “Basic Data Mining and Analysis for Program Integrity: A Primer for Physicians and Other Health Care Professionals” Toolkit, visit the Medicaid Program Integrity Education page at <https://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/Medicaid-Integrity-Education/edmic-landing.html> on the CMS website.

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