	The Johns Hopkins Health System PFS Policies and Procedures Manual	<i>Policy Number</i>	BIL016
		<i>Effective Date</i>	4/25/03
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	MEDICARE CREDIT BALANCE REPORTING	<i>Revised</i>	1/27/06

POLICY

This policy applies to the Johns Hopkins Health System Corp. (JHHS) Patient Financial Services Department and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Johns Hopkins Care Center (JHCC), and Howard County General Hospital (HCGH)

PURPOSE


The purpose of the policy is to accurately identify and report all credit balances due to the Medicare program within 30 days after the close of each calendar quarter.

REFERENCE

JHHS Finance Policies and Procedures
Policy No. FIN070 - Credit Balances and Refunds

PROCEDURES

- 1.) Medicare Follow up staff will review ATBs, weekly credit balance reports, work queues, and vouchers to identify any credit balances that appear in their work files.
- 2.) Medicare follow up staff will utilize collector work queues to status accounts and provide documentation of claim analysis and disposition of credit balance on the patient detail of each account.
- 3.) Any identified credit balances due to Medicare will be recorded on a credit balance worksheet and forwarded to the Medicare Supervisor at the end of each month.
- 4.) The Medicare Supervisor will review credit balance worksheets in conjunction with the monthly Aged Trial Balance (ATB's) reports to verify that the statusing and correction of credit balances are occurring timely.
- 5.) The A/R Manager will compile the list of true credit balances due to Medicare at the close of the calendar quarter, reconcile Medicare A/R and general ledger credit entries and prepare the HCFA form 838 (Credit Balance Report) for submission to Medicare within 30 days of the close of the calendar quarter.
- 6.) If there are no credit balances to report for a specific quarter, the A/R Manager must still prepare and submit the HCFA form 838. The form should clearly state that the provider has No Credit Balances To Report.
- 7.) The certification page must be signed and dated by an officer or the Administrator of the facility. The certification page must be signed and dated even if no credit balances are being reported.

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SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

Senior Director, JHHS

Date

Director, PFS Financial Support, JHHS

Date