

**EXHIBIT A**

**INTEGRITY AGREEMENT  
BETWEEN THE  
OFFICE OF INSPECTOR GENERAL  
OF THE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AND  
COAST PLAZA DOCTORS HOSPITAL,  
A CALIFORNIA LIMITED PARTNERSHIP  
D/B/A  
COAST PLAZA DOCTORS HOSPITAL**

**I. PREAMBLE**

Coast Plaza Doctors Hospital, a California Limited Partnership d/b/a Coast Plaza Doctors Hospital (Coast Plaza) hereby enters into this Integrity Agreement (IA) with the Office of Inspector General (OIG) of the United States Department of Health and Human Services (HHS) to promote compliance by its officers, directors, trustees, partners, employees, contractors, and agents with the statutes, regulations, and written directives of Medicare, Medicaid, and all other Federal health care programs (as defined in 42 U.S.C. § 1320a-7b(f)) (Federal health care program requirements). Contemporaneously with this IA, Coast Plaza is entering into a Settlement Agreement with the United States, and this IA is incorporated by reference into the Settlement Agreement.

**II. TERM AND SCOPE OF THE IA**

A. The period of the compliance obligations assumed by Coast Plaza under this IA shall be five years from the effective date of this IA, unless otherwise specified. The effective date shall be the date on which the final signatory of this IA executes this IA (Effective Date). Each one-year period, beginning with the one-year period following the Effective Date, shall be referred to as a “Reporting Period.”

B. Sections VII, VIII, IX, X, and XI shall expire no later than 120 days after OIG's receipt of: (1) Coast Plaza's final annual report; or (2) any additional materials submitted by Coast Plaza pursuant to OIG's request, whichever is later.

C. The scope of this IA shall be governed by the following definitions:

1. "Covered Persons" includes:
  - a. all officers, directors, trustees, partners, and employees of Coast Plaza;
  - b. all contractors, subcontractors, agents, and other persons who provide patient care items or services or who perform billing or coding functions on behalf of Coast Plaza; and
  - c. all physicians with staff privileges at Coast Plaza, including podiatry residents.

Notwithstanding the above, this term does not include part-time or per diem employees, contractors, subcontractors, agents, and other persons who are not reasonably expected to work more than 160 hours per year, except that any such individuals shall become "Covered Persons" at the point when they work more than 160 hours during the calendar year. "Covered Persons" also does not include Coast Plaza employees who work in the following areas: (i) transportation; (ii) dietary; (iii) laundry and linen; (iv) security; (v) collections personnel who have no direct or indirect involvement with Federal health care programs; (vi) housekeeping; (vii) maintenance; (viii) public relations; and (ix) human resources. Limited partners who do not provide items or services at Coast Plaza and who do not have an ownership or control interest other than their interest as a limited partner, shall not be Covered Persons.

2. "Relevant Covered Persons" includes all Covered Persons who are involved directly or in a supervisory role in the assignment of diagnosis or procedure codes or the preparation or submission of claims for reimbursement, including but not limited to cost reports, from any Federal health care program.

### **III. CORPORATE INTEGRITY OBLIGATIONS**

Coast Plaza shall establish and maintain Compliance Program that includes the following elements:

#### **A. Compliance Officer and Committee.**

1. *Compliance Officer.* Within 120 days after the Effective Date, Coast Plaza shall appoint an individual to serve as its Compliance Officer. The Compliance Officer shall be responsible for developing and implementing policies, procedures, and practices designed to ensure compliance with the requirements set forth in this IA and with Federal health care program requirements. The Compliance Officer shall be a member of senior management of Coast Plaza, shall make periodic (at least quarterly) reports regarding compliance matters directly to the Board of Directors of Coast Plaza's general partner, and shall be authorized to report on such matters to the Board of Trustees at any time. The Compliance Officer shall not be subordinate to the General Counsel or Chief Financial Officer. The Compliance Officer shall be responsible for monitoring the day-to-day compliance activities engaged in by Coast Plaza as well as for any reporting obligations created under this IA.

Coast Plaza shall report to OIG, in writing, any changes in the identity or position description of the Compliance Officer, or any actions or changes that would affect the Compliance Officer's ability to perform the duties necessary to meet the obligations in this IA, within 15 days after such a change.

2. *Compliance Committee.* Within 120 days after the Effective Date, Coast Plaza shall appoint a Compliance Committee. The Compliance Committee shall, at a minimum, include the Compliance Officer and other members of senior management necessary to meet the requirements of this IA (e.g., senior executives of relevant departments, such as billing, clinical, human resources, audit, and operations). The Compliance Officer shall chair the Compliance Committee and the Committee shall support the Compliance Officer in fulfilling his/her responsibilities (e.g., shall assist in the analysis of the organization's risk areas and shall oversee monitoring of internal and external audits and investigations).

Coast Plaza shall report to OIG, in writing, any changes in the composition of the Compliance Committee, or any actions or changes that would affect the Compliance

Committee's ability to perform the duties necessary to meet the obligations in this IA, within 15 days after such a change.

B. Written Standards.

1. *Code of Conduct.* Within 120 days after the Effective Date, Coast Plaza shall develop, implement, and distribute a written Code of Conduct to all Covered Persons. The Code of Conduct shall be distributed to all Covered Persons within 120 days after the Effective Date. Coast Plaza shall make the promotion of, and adherence to, the Code of Conduct an element in evaluating the performance of all employees. The Code of Conduct shall, at a minimum, set forth:

- a. Coast Plaza's commitment to full compliance with all Federal health care program requirements, including its commitment to prepare and submit accurate claims consistent with such requirements;
- b. Coast Plaza's requirement that all of its Covered Persons shall be expected to comply with all Federal health care program requirements and with Coast Plaza's own Policies and Procedures as implemented pursuant to Section III.B (including the requirements of this IA);
- c. the requirement that all of Coast Plaza's Covered Persons shall be expected to report to the Compliance Officer or other appropriate individual designated by Coast Plaza suspected violations of any Federal health care program requirements or of Coast Plaza's own Policies and Procedures;
- d. the possible consequences to both Coast Plaza and Covered Persons of failure to comply with Federal health care program requirements and with Coast Plaza's own Policies and Procedures and the failure to report such noncompliance; and
- e. the right of all individuals to use the Disclosure Program described in Section III.E, and Coast Plaza's commitment to nonretaliation and to maintain, as appropriate, confidentiality and anonymity with respect to such disclosures.

Within 120 days after the Effective Date, each Covered Person shall certify, in writing, that he or she has received, read, understood, and shall abide by Coast Plaza's Code of Conduct. New Covered Persons shall receive the Code of Conduct and shall complete the required certification within 30 days after becoming a Covered Person or within 120 days after the Effective Date, whichever is later. Additionally, the following shall constitute Coast Plaza's obligations under this Section III.B.1 with respect to physicians with staff privileges, including physicians who are limited partners of Coast Plaza: (i) Coast Plaza shall distribute the Code of Conduct to all physicians with staff privileges in accordance with the time requirements for other Covered Persons as set forth in this Section III.B.1; (ii) Coast Plaza shall use its best efforts to obtain the written certifications described above; and (iii) Coast Plaza shall keep records of the percentage of physicians who have completed the certification requirement.

Coast Plaza shall periodically review the Code of Conduct to determine if revisions are appropriate and shall make any necessary revisions based on such review. Any materially revised Code of Conduct shall be distributed within 30 days after any revisions are finalized. Each Covered Person shall certify, in writing, that he or she has received, read, understood, and shall abide by the revised Code of Conduct within 30 days after the distribution of the revised Code of Conduct.

*2. Policies and Procedures.* Within 120 days after the Effective Date, Coast Plaza shall implement written Policies and Procedures regarding the operation of Coast Plaza's compliance program and its compliance with Federal health care program requirements. At a minimum, the Policies and Procedures shall address:

- a. the subjects relating to the Code of Conduct identified in Section III.B.1;
- b. the filing of accurate and proper cost reports with the Federal health care programs, including the requirement that Coast Plaza shall only claim reimbursement for allowable and reimbursable costs; and
- c. the submission of accurate claims for services rendered to Federal health care program beneficiaries.

Within 120 days after the Effective Date, the relevant portions of the Policies and Procedures shall be distributed to all individuals whose job functions relate to those

Policies and Procedures. Appropriate and knowledgeable staff shall be available to explain the Policies and Procedures.

At least annually (and more frequently, if appropriate), Coast Plaza shall assess and update as necessary the Policies and Procedures. Within 30 days after the effective date of any material revisions, the relevant portions of any such revised Policies and Procedures shall be distributed to all individuals whose job functions relate to those Policies and Procedures.

C. Training and Education.

1. *General Training.* Within 120 days after the Effective Date, Coast Plaza shall provide at least two hours of General Training to each Covered Person. This training, at a minimum, shall explain Coast Plaza's:

- a. IA requirements; and
- b. Compliance Program (including the Code of Conduct and the Policies and Procedures as they pertain to general compliance issues).

New Covered Persons shall receive the General Training described above within 30 days after becoming a Covered Person or within 120 days after the Effective Date, whichever is later. After receiving the initial General Training described above, each Covered Person shall receive at least one hour of General Training annually.

2. *Specific Training.* Within 120 days after the Effective Date, each Relevant Covered Person shall receive at least five hours of Specific Training in addition to the General Training required above. This Specific Training shall include, as appropriate to the Relevant Covered Person's job responsibilities, a discussion of:

- a. the Federal health care program requirements regarding the accurate coding and submission of claims;
- b. policies, procedures, and other requirements applicable to the documentation of medical records;

- c. the personal obligation of each individual involved in the claims submission process to ensure that such claims are accurate;
- d. applicable reimbursement statutes, regulations, and program requirements and directives;
- e. the legal sanctions for improper claims;
- f. examples of proper and improper claims submission practices;
- g. the submission of proper and accurate cost reports to Federal health care programs;
- h. the proper and accurate characterization of contingent liabilities, reserves, and adjustments to Federal health care program cost reports;
- i. the proper and timely refunding of overpayments received from Federal health care programs;
- j. the personal obligation of each individual involved in the cost reporting process to ensure that cost reports are accurate;
- k. applicable reimbursement statutes, regulations, and program requirements related to cost reports;
- l. the legal sanctions for submission of improper cost reports or billings, or the failure to appropriately and timely refund overpayments received from Federal health care programs; and
- m. examples of proper and improper cost reporting practices.

Relevant Covered Persons shall receive this training within 30 days after the beginning of their employment or becoming Relevant Covered Persons, or within 120 days after the Effective Date, whichever is later. A Coast Plaza employee who has completed the Specific Training shall review a new Relevant Covered Person's work, to

the extent that the work relates to the delivery of patient care items or services and/or the preparation or submission of claims for reimbursement from any Federal health care program, until such time as the new Relevant Covered Person completes his or her applicable Specific Training.

After receiving the initial training described in this Section, each Relevant Covered Person shall receive at least three hours of Specific Training annually.

3. *Certification.* Each individual who is required to attend training shall certify, in writing, or in electronic form, if applicable, that he or she has received the required training. The certification shall specify the type of training received and the date received. The Compliance Officer (or designee) shall retain the certifications, along with all course materials. These shall be made available to OIG, upon request.

4. *Qualifications of Trainer.* Persons providing the training shall be knowledgeable about the subject area.

5. *Update of Training.* Coast Plaza shall annually review the training, and, where appropriate, update the training to reflect changes in Federal health care program requirements, any issues discovered during internal audits or the IRO Cost Reporting Engagement, Claims Review, or Unallowable Cost Review, and any other relevant information.

6. *Computer-based Training.* Coast Plaza may provide the training required under this IA through appropriate computer-based training approaches. If Coast Plaza chooses to provide computer-based training, it shall make available appropriately qualified and knowledgeable staff or trainers to answer questions or provide additional information to the individuals receiving such training.

7. *Exception for Physicians with Privileges.* Notwithstanding any other provision of this IA, Coast Plaza shall make the General Training and the Specific Training, where appropriate, available to all physicians with privileges at Coast Plaza, including physicians who are limited partners of Coast Plaza, and shall use its best efforts to encourage their attendance and participation. The Compliance Officer shall maintain records of the percentage of all physicians with privileges who attend such training.



## D. Review Procedures.

### 1. *General Description.*

a. Retention of Independent Review Organization. Within 120 days after the Effective Date, Coast Plaza shall retain an entity (or entities), such as an accounting, auditing, or consulting firm (hereinafter “Independent Review Organization” or “IRO”), to perform reviews to assist Coast Plaza in assessing and evaluating its cost reporting, billing and coding practices and certain other obligations pursuant to this IA and the Settlement Agreement.

Each IRO retained by Coast Plaza shall have expertise in the preparation of cost reports and in the billing, coding, reporting, and other requirements applicable to acute care hospitals and in the general requirements of the Federal health care program(s) from which Coast Plaza seeks reimbursement. Each IRO shall assess, along with Coast Plaza, whether it can perform the IRO review in a professionally independent and/or objective fashion, as appropriate to the nature of the engagement, taking into account any other business relationships or engagements that may exist.

The IRO shall conduct three separate engagements. The first engagement shall evaluate and analyze Coast Plaza’s submission of cost reports to the Medicare program (Cost Reporting Engagement). The second engagement shall evaluate and analyze Coast Plaza’s coding, billing, and claims submission to the Federal health care programs and the reimbursement received (Claims Review). The third engagement shall analyze whether Coast Plaza sought payment for certain unallowable costs (Unallowable Cost Review). The applicable requirements relating to the IRO are outlined in Appendix A to this Agreement, which is incorporated by reference.

b. Frequency of Cost Reporting Engagement. The Cost Reporting Engagement shall consist of two engagements which shall be performed as follows: (i) the Cost Report Systems Engagement shall be performed for the IA’s first Reporting Period (as defined in Section II.A above) only; and (ii) the Cost Report Review shall be

performed for each of the IA's five one-year Reporting Periods beginning with the Effective Date of this IA. The IRO(s) shall perform all components of each annual Cost Reporting Engagement.

c. Frequency of Claims Review. The Claims Review shall be performed annually and shall cover each of the Reporting Periods. The IRO(s) shall perform all components of each annual Claims Review.

d. Frequency of Unallowable Cost Review. The IRO shall perform the Unallowable Cost Review for the first Reporting Period.

e. Fourth and Fifth Reporting Periods. At any time after conclusion of the third Reporting Period, Coast Plaza may request, in writing, that either the Cost Reporting Engagement or the Claims Review be removed from the scope of the IRO's Review Procedures for the fourth and fifth Reporting Period. Any request by Coast Plaza shall include the hospital's supporting rationale for such a modification to the Review Procedures, and shall be granted solely at the OIG's discretion.

f. Retention of Records. The IRO and Coast Plaza shall retain and make available to OIG, upon request, all work papers, supporting documentation, correspondence, and draft reports (those exchanged between the IRO and Coast Plaza) related to the reviews.

2. *Cost Reporting Engagement*. The Cost Reporting Engagement shall consist of the following:

a. *Cost Report Systems Engagement*. The IRO shall, through observation and inquiry, gain an understanding of Coast Plaza's cost report preparation process. The engagement will be designed to compare Coast Plaza's practices with best practices in the industry and be designed to produce findings and recommendations aimed at improving Coast Plaza's cost report preparation process. The specific focus of the engagement will be to document and, if applicable, recommend improvements to the steps Coast Plaza takes designed to ensure that accurate information is being recorded on

submissions to the Medicare program and that controls are designed to ensure that only allowable costs and amounts are submitted for reimbursement.

b. **Cost Report Review.** The IRO shall perform a review of the cost reports prepared by Coast Plaza (the “Cost Report Review”) during each Reporting Period, to evaluate their compliance with Medicare requirements. Specifically, the IRO shall test all hospital expenses for: (i) payments to physicians, if any; (ii) interns and residents; (iii) bad debts; (iv) disproportionate share (DSH); (v) medical education; (vi) payments to related parties; (vii) administrative and general expenses; and (viii) public relations for which costs or expenses are claimed on Coast Plaza’s cost reports to evidence that the costs reflect services actually rendered and that the costs are supported by documentation in compliance with applicable Medicare requirements.

c. **Cost Reporting Engagement Report.** The IRO shall prepare a report based upon the Cost Reporting Engagement and appropriate consulting standards. The Report shall include the IRO’s findings and supporting rationale regarding (i) the weaknesses in Coast Plaza’s cost report, cost statement, information statement and payment request preparation process relating to any and all costs submitted to the Medicare program covered by the Cost Report Systems Engagement in the period being audited; (ii) any recommendations the IRO may have to improve any of these systems, operations, and processes; and (iii) a summary of the conclusions from the Cost Report Review.

3. **Claims Review.** The IRO retained by Coast Plaza to conduct the Claims Review shall be engaged by Coast Plaza within 120 days of the Effective Date to conduct a risk assessment of Coast Plaza’s billings to the Medicare program. Based upon the results of the risk assessment, the IRO shall select one risk area to conduct a Claims Review. The Claims Review shall include a Discovery Sample and, if necessary, a Full Sample. The applicable definitions, procedures, and reporting requirements are outlined in Appendix B to this IA, which is incorporated by reference.

a. Discovery Sample. The IRO shall randomly select and review a sample of 50 Medicare Paid Claims submitted by or on behalf of Coast Plaza (Discovery Sample). The Paid Claims shall be reviewed based on the supporting documentation available at Coast Plaza or under Coast Plaza's control and applicable billing and coding regulations and guidance to determine whether the claim was correctly coded, submitted, and reimbursed.

i. If the Error Rate (as defined in Appendix B) for the Discovery Sample is less than 5%, no additional sampling is required, nor is the Systems Review required. (Note: The guidelines listed above do not imply that this is an acceptable error rate. Accordingly, Coast Plaza should, as appropriate, further analyze any errors identified in the Discovery Sample. Coast Plaza recognizes that OIG or other HHS component, in its discretion and as authorized by statute, regulation, or other appropriate authority, may also analyze or review Paid Claims included, or errors identified, in the Discovery Sample or any other segment of the universe.)

ii. If the Discovery Sample indicates that the Error Rate is 5% or greater, the IRO shall perform a Full Sample and a Systems Review, as described below.

b. Full Sample. If necessary, as determined by procedures set forth in Section III.D.3.a, the IRO shall perform an additional sample of Paid Claims using commonly accepted sampling methods and in accordance with Appendix B. The Full Sample shall be designed to (i) estimate the actual Overpayment in the population with a 90% confidence level and with a maximum relative precision of 25% of the point estimate; and (ii) conform with the Centers for Medicare and Medicaid Services' statistical sampling for overpayment estimation guidelines. The Paid Claims shall be reviewed based on supporting documentation available at Coast Plaza or under Coast Plaza's control and applicable billing and coding regulations and guidance to determine whether the claim was correctly coded, submitted, and reimbursed. For purposes of calculating the size of the Full Sample, the Discovery Sample may serve as the probe

sample, if statistically appropriate. Additionally, Coast Plaza may use the Items sampled as part of the Discovery Sample, and the corresponding findings for those 50 Items, as part of its Full Sample, if: (i) statistically appropriate and (ii) Coast Plaza selects the Full Sample Items using the seed number generated by the Discovery Sample. OIG, in its sole discretion, may refer the findings of the Full Sample (and any related workpapers) received from Coast Plaza to the appropriate Federal health care program payor, including the Medicare contractor (e.g., carrier, fiscal intermediary, or DMERC), for appropriate follow-up by that payor.

c. Systems Review. If Coast Plaza's Discovery Sample identifies an Error Rate of 5% or greater, Coast Plaza's IRO shall also conduct a Systems Review. Specifically, for each claim in the Discovery Sample and Full Sample that resulted in an Overpayment, the IRO shall perform a "walk through" of the system(s) and process(es) that generated the claim to identify any problems or weaknesses that may have resulted in the identified Overpayments. The IRO shall provide its observations and recommendations on suggested improvements to the system(s) and process(es) that generated the claim.

d. Repayment of Identified Overpayments. In accordance with Section III.H.1 of this Agreement, Coast Plaza shall repay within 30 days any Overpayment(s) identified in the Discovery Sample or the Full Sample (if applicable), regardless of the Error Rate, to the appropriate payor and in accordance with payor refund policies. Coast Plaza shall make available to OIG any and all documentation and the associated documentation that reflects the refund of the Overpayment(s) to the payor.

4. *Claims Review Report*. The IRO shall prepare a report based upon the Claims Review performed (the Claims Review Report). Information to be included in the Claims Review Report is described in Appendix B, and the Claims Review Report shall also describe the rationale for the IRO's selection of the risk area tested.

5. *Unallowable Cost Review*. The IRO shall conduct a review of Coast Plaza's compliance with the unallowable cost provisions of the Settlement Agreement. The IRO shall determine whether Coast Plaza has complied with its obligations not to

charge to, or otherwise seek payment from, Federal or State payors for unallowable costs (as defined in the Settlement Agreement) and its obligation to identify to applicable Federal or State payors any unallowable costs included in payments previously sought from the United States, or any State Medicaid program. This unallowable cost analysis shall include, but not be limited to, payments sought in any cost reports, cost statements, information reports, or payment requests already submitted by Coast Plaza or any of its affiliates. To the extent that such cost reports, cost statements, information reports, or payment requests, even if already settled, have been adjusted to account for the effect of the inclusion of the unallowable costs, the IRO shall determine if such adjustments were proper. In making this determination, the IRO may need to review cost reports and/or financial statements from the year in which the Settlement Agreement was executed, as well as from previous years.

6. *Unallowable Cost Review Report.* The IRO shall prepare a report based upon the Unallowable Cost Review performed. The Unallowable Cost Review Report shall include the IRO's findings and supporting rationale regarding the Unallowable Costs Review and whether Coast Plaza has complied with its obligation not to charge to, or otherwise seek payment from, Federal or State payors for unallowable costs (as defined in the Settlement Agreement) and its obligation to identify to applicable Federal or State payors any unallowable costs included in payments previously sought from such payor.

7. *Validation Review.* In the event OIG has reason to believe that: (a) Coast Plaza's Cost Reporting Engagement, Claims Review or Unallowable Cost Review fails to conform to the requirements of this IA; or (b) the IRO's findings, Cost Reporting Engagement, Claims Review, or Unallowable Cost Review results are inaccurate, OIG may, at its sole discretion, conduct its own review to determine whether the Cost Reporting Engagement, Claims Review or Unallowable Cost Review complied with the requirements of the IA and/or the findings or Cost Reporting Engagement, Claims Review or Unallowable Cost Review results are inaccurate (Validation Review). Coast Plaza shall pay for the reasonable cost of any such review performed by OIG or any of its designated agents so long as it is initiated within one year after Coast Plaza's final submission (as described in Section II) is received by OIG.

Prior to initiating a Validation Review, OIG shall notify Coast Plaza of its intent to do so and provide a written explanation of why OIG believes such a review is necessary. To resolve any concerns raised by OIG, Coast Plaza may request a meeting with OIG to: (a) discuss the results of any Cost Reporting Engagement, Claims Review or Unallowable Cost Review submissions or findings; (b) present any additional

information to clarify the results of the Cost Reporting Engagement, Claims Review or Unallowable Cost Review or to correct the inaccuracy of the Claims Review; and/or (c) propose alternatives to the proposed Validation Review. Coast Plaza agrees to provide any additional information as may be requested by OIG under this Section in an expedited manner. OIG will attempt in good faith to resolve any Cost Reporting Engagement, Claims Review or Unallowable Cost Review issues with Coast Plaza prior to conducting a Validation Review. However, the final determination as to whether or not to proceed with a Validation Review shall be made at the sole discretion of OIG.

8. *Independence/Objectivity Certification.* The IRO shall include in its report(s) to Coast Plaza a certification or sworn affidavit that it has evaluated its professional independence and/or objectivity, as appropriate to the nature of the engagement, with regard to the Cost Reporting Engagement, Claims Review or Unallowable Cost Review and that it has concluded that it is, in fact, independent and/or objective.

#### E. Disclosure Program.

Within 120 days after the Effective Date, Coast Plaza shall establish a Disclosure Program that includes a mechanism (e.g., a toll-free compliance telephone line) to enable individuals to disclose, to the Compliance Officer or some other person who is not in the disclosing individual's chain of command, any identified issues or questions associated with Coast Plaza's policies, conduct, practices, or procedures with respect to a Federal health care program believed by the individual to be a potential violation of criminal, civil, or administrative law. Coast Plaza shall appropriately publicize the existence of the disclosure mechanism (e.g., via periodic e-mails to employees or by posting the information in prominent common areas).

The Disclosure Program shall emphasize a nonretribution, nonretaliation policy, and shall include a reporting mechanism for anonymous communications for which appropriate confidentiality shall be maintained. Upon receipt of a disclosure, the Compliance Officer (or designee) shall gather all relevant information from the disclosing individual. The Compliance Officer (or designee) shall make a preliminary, good faith inquiry into the allegations set forth in every disclosure to ensure that he or she has obtained all of the information necessary to determine whether a further review should be conducted. For any disclosure that is sufficiently specific so that it reasonably: (1) permits a determination of the appropriateness of the alleged improper practice; and (2) provides an opportunity for taking corrective action, Coast Plaza shall conduct an internal

review of the allegations set forth in such a disclosure and ensure that proper follow-up is conducted.

The Compliance Officer (or designee) shall maintain a disclosure log, which shall include a record and summary of each disclosure received (whether anonymous or not), the status of the respective internal reviews, and any corrective action taken in response to the internal reviews. The disclosure log shall be available to OIG, upon request.

F. Ineligible Persons.

1. *Definitions.* For purposes of this IA:

- a. an “Ineligible Person” shall include an individual or entity who:
  - i. is currently excluded, debarred, suspended, or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or nonprocurement programs; or
  - ii. has been convicted of a criminal offense that falls within the ambit of 42 U.S.C. § 1320a-7(a), but has not yet been excluded, debarred, suspended, or otherwise declared ineligible.
  
- b. “Exclusion Lists” include:
  - i. the HHS/OIG List of Excluded Individuals/Entities (available through the Internet at <http://oig.hhs.gov>); and
  - ii. the General Services Administration’s List of Parties Excluded from Federal Programs (available through the Internet at <http://epls.arnet.gov>).

2. *Screening Requirements.* Coast Plaza shall ensure that all prospective and current owners, officers, directors, trustees, partners, employees, contractors, and agents of Coast Plaza are not Ineligible Persons, by implementing the following screening requirements.



a. For all prospective owners, officers, directors, employees, contractors, and agents, Coast Plaza shall screen such persons against the Exclusion Lists prior to engaging their services and, as part of the hiring or contracting process, shall require such persons to disclose whether they are an Ineligible Person.

b. For all current owners, officers, directors, trustees, partners, employees, contractors, and agents, Coast Plaza shall screen all such persons against the Exclusion Lists within 120 days after the Effective Date and on an annual basis.

c. Coast Plaza shall implement a policy requiring all owners, officers, directors, trustees, partners, employees, contractors, and agents of Coast Plaza to disclose immediately any debarment, exclusion, suspension, or other event that makes that person an Ineligible Person.

Nothing in this Section affects the responsibility of (or liability for) Coast Plaza to refrain from billing Federal health care programs for items or services furnished, ordered, or prescribed by an Ineligible Person.

3. *Removal Requirement.* If Coast Plaza has actual notice that an owner, officer, director, trustee, partner, employee, contractor, or agent has become an Ineligible Person, Coast Plaza shall remove such person from responsibility for, or involvement with, Coast Plaza's business operations related to the Federal health care programs and shall remove such person from any position for which the person's compensation or the items or services furnished, ordered, or prescribed by the person are paid in whole or part, directly or indirectly, by Federal health care programs or otherwise with Federal funds at least until such time as the person is reinstated into participation in the Federal health care programs.

4. *Pending Charges and Proposed Exclusions.* If Coast Plaza has actual notice that a person identified in Section III.F.2 is charged with a criminal offense that falls within the ambit of 42 U.S.C. §§ 1320a-7(a), 1320a-7(b)(1)-(3), or is proposed for exclusion during his or her employment or contract term or, in the case of a physician, during the term of the physician's medical staff privileges, Coast Plaza shall take all appropriate actions to ensure that the responsibilities of that person have not and shall not adversely affect the quality of care rendered to any beneficiary, patient, or resident, or the accuracy of any claims submitted to any Federal health care program.

## G. Notification of Government Investigation or Legal Proceedings.

Within 30 days after discovery, Coast Plaza shall notify OIG, in writing, of any ongoing investigation or legal proceeding known to Coast Plaza conducted or brought by a governmental entity or its agents involving an allegation that Coast Plaza has committed a crime or has engaged in fraudulent activities. This notification shall include a description of the allegation, the identity of the investigating or prosecuting agency, and the status of such investigation or legal proceeding. Coast Plaza shall also provide written notice to OIG within 30 days after the resolution of the matter, and shall provide OIG with a description of the findings and/or results of the investigation or proceedings, if any.

## H. Reporting.

### 1. *Overpayments*

a. Definition of Overpayments. For purposes of this IA, an “Overpayment” shall mean the amount of money Coast Plaza has received in excess of the amount due and payable under any Federal health care program requirements.

b. Reporting of Overpayments. If, at any time, Coast Plaza identifies or learns of any Overpayment, Coast Plaza shall notify the payor (e.g., Medicare fiscal intermediary or carrier) within 30 days after identification of the Overpayment and take remedial steps within 60 days after identification (or such additional time as may be agreed to by the payor) to correct the problem, including preventing the underlying problem and the Overpayment from recurring. Also, within 30 days after identification of the Overpayment, Coast Plaza shall repay the Overpayment to the appropriate payor to the extent such Overpayment has been quantified. If not yet quantified, within 30 days after identification, Coast Plaza shall notify the payor of its efforts to quantify the Overpayment amount along with a schedule of when such work is expected to be completed. Notification and repayment to the payor shall be done in accordance with the payor’s policies, and for Medicare contractors, shall include the information contained on the Overpayment Refund Form, provided as Appendix C to this to this IA. Notwithstanding the above, notification and

repayment of any Overpayment amount that routinely is reconciled or adjusted pursuant to policies and procedures established by the payor should be handled in accordance with such policies and procedures.

## 2. *Reportable Events.*

a. Definition of Reportable Event. For purposes of this IA, a “Reportable Event” means anything that involves:

- i. a substantial Overpayment; or
- ii. a matter that a reasonable person would consider a probable violation of criminal, civil, or administrative laws applicable to any Federal health care program for which penalties or exclusion may be authorized.

A Reportable Event may be the result of an isolated event or a series of occurrences.

b. Reporting of Reportable Events. If Coast Plaza determines (after a reasonable opportunity to conduct an appropriate review or investigation of the allegations) through any means that there is a Reportable Event, Coast Plaza shall notify OIG, in writing, within 30 days after making the determination that the Reportable Event exists. The report to OIG shall include the following information:

- i. If the Reportable Event results in an Overpayment, the report to OIG shall be made at the same time as the notification to the payor required in Section III.H.1, and shall include all of the information on the Overpayment Refund Form, as well as:

(A) the payor’s name, address, and contact person to whom the Overpayment was sent; and

(B) the date of the check and identification number (or electronic transaction number) by which the Overpayment was repaid/refunded;

ii. a complete description of the Reportable Event, including the relevant facts, persons involved, and legal and Federal health care program authorities implicated;

iii. a description of Coast Plaza's actions taken to correct the Reportable Event; and

iv. any further steps Coast Plaza plans to take to address the Reportable Event and prevent it from recurring.

#### **IV. NEW BUSINESS UNITS OR LOCATIONS**

In the event that, after the Effective Date, Coast Plaza changes locations or sells, closes, purchases, or establishes a new business unit or location related to the furnishing of items or services that may be reimbursed by Federal health care programs, Coast Plaza shall notify OIG of this fact as soon as possible, but no later than within 30 days after the date of change of location, sale, closure, purchase, or establishment. This notification shall include the address of the new business unit or location, phone number, fax number, Medicare Provider number, provider identification number and/or supplier number, and the corresponding contractor's name and address that has issued each Medicare number. Each new business unit or location shall be subject to all the requirements of this IA.

#### **V. IMPLEMENTATION AND ANNUAL REPORTS**

A. Implementation Report. Within 150 days after the Effective Date, Coast Plaza shall submit a written report to OIG summarizing the status of its implementation of the requirements of this IA (Implementation Report). The Implementation Report shall, at a minimum, include:

1. the name, address, phone number, and position description of the Compliance Officer required by Section III.A, and a summary of other noncompliance job responsibilities the Compliance Officer may have;

2. the names and positions of the members of the Compliance Committee required by Section III.A;
3. a copy of Coast Plaza's Code of Conduct required by Section III.B.1;
4. a copy of all Policies and Procedures required by Section III.B.2;
5. the number of individuals required to complete the Code of Conduct certification required by Section III.B.1, the percentage of individuals who have completed such certification along with the percentage of physicians with staff privileges who have completed the certification requirement, and an explanation of any exceptions (the documentation supporting this information shall be available to OIG, upon request);
6. the following information regarding each type of training required by Section III.C:
  - a. a description of such training, including a summary of the topics covered, the length of sessions and a schedule of training sessions;
  - b. number of individuals required to be trained, percentage of individuals actually trained along with the percentage of physicians with staff privileges who have completed the training, and an explanation of any exceptions.

A copy of all training materials and the documentation supporting this information shall be available to OIG, upon request.

7. a description of the Disclosure Program required by Section III.E;
8. the following information regarding the IRO(s): (a) identity, address and phone number; (b) a copy of the engagement letter; (c) a summary and description of all engagements between Coast Plaza and the IRO, including, but not limited to, any outside financial audits, compliance program engagements, or reimbursement consulting; and (d) the proposed start and completion dates of the

Cost Reporting Engagement, Claims Review, and Unallowable Cost Review;

9. a certification from the IRO regarding its professional independence and/or objectivity with respect to Coast Plaza;
10. a description of the process by which Coast Plaza fulfills the requirements of Section III.F regarding Ineligible Persons;
11. the name, title, and responsibilities of any person who is determined to be an Ineligible Person under Section III.F; the actions taken in response to the screening and removal obligations set forth in Section III.F; and the actions taken to identify, quantify, and repay any overpayments to Federal health care programs relating to items or services furnished, ordered or prescribed by an Ineligible Person;
12. a list of all of Coast Plaza's locations (including locations and mailing addresses); the corresponding name under which each location is doing business; the corresponding phone numbers and fax numbers; each location's Medicare Provider number(s), provider identification number(s), and/or supplier number(s); and the name and address of each Medicare contractor to which Coast Plaza currently submits claims;
13. a description of Coast Plaza's corporate structure, including identification of any parent and sister companies, subsidiaries, and their respective lines of business; and
14. the certifications required by Section V.C.

B. Annual Reports. Coast Plaza shall submit to OIG annually a report with respect to the status of, and findings regarding, Coast Plaza's compliance activities for each of the five Reporting Periods (Annual Report).

Each Annual Report shall include, at a minimum:

1. any change in the identity, position description, or other noncompliance job responsibilities of the Compliance Officer and any change in the membership of the Compliance Committee described in Section III.A;
2. a summary of any significant changes or amendments to the Policies and Procedures required by Section III.B and the reasons for such changes (e.g., change in contractor policy) and copies of any compliance-related Policies and Procedures;
3. the number of individuals required to complete the Code of Conduct certification required by Section III.B.1, the percentage of individuals who have completed such certification, and an explanation of any exceptions (the documentation supporting this information shall be available to OIG, upon request);
4. the following information regarding each type of training required by Section III.C:
  - a. a description of such training, including a summary of the topics covered, the length of sessions and a schedule of training sessions;
  - b. number of individuals required to be trained, percentage of individuals actually trained, and an explanation of any exceptions.

A copy of all training materials and the documentation supporting this information shall be available to OIG, upon request.

5. a complete copy of all reports prepared pursuant to Section III.D, along with a copy of the IRO's engagement letter (if applicable);
6. Coast Plaza's response and corrective action plan(s) related to any issues raised by the reports prepared pursuant to Section III.D;

7. a summary/description of all engagements between Coast Plaza and the IRO, including, but not limited to, any outside financial audits, compliance program engagements, or reimbursement consulting, if different from what was submitted as part of the Implementation Report;
8. a certification from the IRO regarding its professional independence and/or objectivity with respect to Coast Plaza;
9. a summary of Reportable Events (as defined in Section III.H) identified during the Reporting Period and the status of any corrective and preventative action relating to all such Reportable Events;
10. a report of the aggregate Overpayments that have been returned to the Federal health care programs. Overpayment amounts shall be broken down into the following categories: inpatient Medicare, outpatient Medicare, Medicaid (report each applicable state separately, if applicable), and other Federal health care programs. Overpayment amounts that are routinely reconciled or adjusted pursuant to policies and procedures established by the payor do not need to be included in this aggregate Overpayment report;
11. a summary of the disclosures in the disclosure log required by Section III.E that: (a) relate to Federal health care programs; or (b) allege abuse or neglect of patients;
12. any changes to the process by which Coast Plaza fulfills the requirements of Section III.F regarding Ineligible Persons;
13. the name, title, and responsibilities of any person who is determined to be an Ineligible Person under Section III.F; the actions taken by Coast Plaza in response to the screening and removal obligations set forth in Section III.F; and the actions taken to identify, quantify, and repay any overpayments to Federal health care programs relating to items or services relating to items or services furnished, ordered or prescribed by an Ineligible Person;



14. a summary describing any ongoing investigation or legal proceeding required to have been reported pursuant to Section III.G. The summary shall include a description of the allegation, the identity of the investigating or prosecuting agency, and the status of such investigation or legal proceeding;
15. a description of all changes to the most recently provided list of Coast Plaza's locations (including addresses) as required by Section V.A.11; the corresponding name under which each location is doing business; the corresponding phone numbers and fax numbers; each location's Medicare Provider number(s), provider identification number(s), and/or supplier number(s); and the name and address of each Medicare contractor to which Coast Plaza currently submits claims; and
16. the certifications required by Section V.C.

The first Annual Report shall be received by OIG no later than 60 days after the end of the first Reporting Period. Subsequent Annual Reports shall be received by OIG no later than the anniversary date of the due date of the first Annual Report.

C. Certifications. The Implementation Report and Annual Reports shall include a certification by the Compliance Officer that:

- (1) to the best of his or her knowledge, except as otherwise described in the applicable report, Coast Plaza is in compliance with all of the requirements of this IA;
- (2) he or she has reviewed the Report and has made reasonable inquiry regarding its content and believes that the information in the Report is accurate and truthful; and
- (3) Coast Plaza has complied with its obligations under the Settlement Agreement: (a) not to resubmit to any Federal health care program payors any previously denied claims related to the Covered Conduct addressed in the Settlement Agreement, and not to appeal any such denials of claims; (b) not to charge to or otherwise seek payment from Federal or State payors for

unallowable costs (as defined in the Settlement Agreement); and (c) to identify and adjust any past charges or claims for unallowable costs;

D. Designation of Information. Coast Plaza shall clearly identify any portions of its submissions that it believes are trade secrets, or information that is commercial or financial and privileged or confidential, and therefore potentially exempt from disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Coast Plaza shall refrain from identifying any information as exempt from disclosure if that information does not meet the criteria for exemption from disclosure under FOIA.

## VI. NOTIFICATIONS AND SUBMISSION OF REPORTS

Unless otherwise stated in writing after the Effective Date, all notifications and reports required under this IA shall be submitted to the following entities:

### OIG:

Administrative and Civil Remedies Branch  
Office of Counsel to the Inspector General  
Office of Inspector General  
U.S. Department of Health and Human Services  
Cohen Building, Room 5527  
330 Independence Avenue, S.W.  
Washington, D.C. 20201  
Telephone: (202) 619-2078  
Facsimile: (202) 205-0604

### Coast Plaza:

Craig B. Garner  
Chief Executive Officer  
Coast Plaza Doctors Hospital  
13100 Studebaker Road  
Norwalk, CA 90650  
Telephone: (562) 868-3751 Ext. ~~2275~~ 2273  
Facsimile: (562) ~~868-3198~~ 868-3198



Unless otherwise specified, all notifications and reports required by this IA may be made by certified mail, overnight mail, hand delivery, or other means, provided that there

is proof that such notification was received. For purposes of this requirement, internal facsimile confirmation sheets do not constitute proof of receipt.

## **VII. OIG INSPECTION, AUDIT AND REVIEW RIGHTS**

In addition to any other rights OIG may have by statute, regulation, or contract, OIG or its duly authorized representative(s) may examine or request copies of Coast Plaza's books, records, and other documents and supporting materials and/or conduct on-site reviews of any of Coast Plaza's locations for the purpose of verifying and evaluating: (a) Coast Plaza's compliance with the terms of this IA; and (b) Coast Plaza's compliance with the requirements of the Federal health care programs in which it participates. The documentation described above shall be made available by Coast Plaza to OIG or its duly authorized representative(s) at all reasonable times for inspection, audit, or reproduction. Furthermore, for purposes of this provision, OIG or its duly authorized representative(s) may interview any of Coast Plaza's employees, contractors, or agents who consent to be interviewed at the individual's place of business during normal business hours or at such other place and time as may be mutually agreed upon between the individual and OIG. Coast Plaza shall assist OIG or its duly authorized representative(s) in contacting and arranging interviews with such individuals upon OIG's request. Coast Plaza's employees may elect to be interviewed with or without a representative of Coast Plaza present.

Nothing in this IA, or any communication or report made pursuant to this IA, shall constitute a waiver of, or be construed to require Coast Plaza to waive, Coast Plaza's attorney-client, work product, or other applicable privileges. Notwithstanding that fact, the existence of any such privilege does not affect Coast Plaza's obligation to comply with the provisions of this IA, e.g., by providing all documents necessary to determine whether Coast Plaza is in compliance with the terms of the IA.

## **VIII. DOCUMENT AND RECORD RETENTION**

Coast Plaza shall maintain for inspection all documents and records relating to reimbursement from the Federal health care programs, or to compliance with this IA, for six years (or longer if otherwise required by law).

## **IX. DISCLOSURES**

Consistent with HHS's FOIA procedures, set forth in 45 C.F.R. Part 5, OIG shall make a reasonable effort to notify Coast Plaza prior to any release by OIG of information

submitted by Coast Plaza pursuant to its obligations under this IA and identified upon submission by Coast Plaza as trade secrets, or information that is commercial or financial and privileged or confidential, under the FOIA rules. With respect to such releases, Coast Plaza shall have the rights set forth at 45 C.F.R. § 5.65(d).

**X. BREACH AND DEFAULT PROVISIONS**

Coast Plaza is expected to fully and timely comply with all of its IA obligations.

A. Stipulated Penalties for Failure to Comply with Certain Obligations. As a contractual remedy, Coast Plaza and OIG hereby agree that failure to comply with certain obligations as set forth in this IA may lead to the imposition of the following monetary penalties (hereinafter referred to as “Stipulated Penalties”) in accordance with the following provisions.

1. A Stipulated Penalty of \$2,500 (which shall begin to accrue on the day after the date the obligation became due) for each day Coast Plaza fails to establish and implement any of the following obligations as described in Section III:

- a. a Compliance Officer;
- b. a Compliance Committee;
- c. a written Code of Conduct;
- d. written Policies and Procedures;
- e. the training of Covered Persons;
- f. a Disclosure Program.

2. A Stipulated Penalty of \$2,500 (which shall begin to accrue on the day after the date the obligation became due) for each day Coast Plaza fails to engage an IRO, as required in Section III.D and Appendix A.

3. A Stipulated Penalty of \$2,500 (which shall begin to accrue on the day after the date the obligation became due) for each day Coast Plaza fails to meet any

deadlines for the submission of the Implementation Report or the Annual Reports to OIG as described in Section V.

4. A Stipulated Penalty of \$2,000 (which shall begin to accrue on the date the failure to comply began) for each day Coast Plaza has as an owner, officer, or director, an Ineligible person, or for each day Coast Plaza employs, contracts with, or has as an agent, or grants staff privileges to an Ineligible Person and that person: (a) has responsibility for, or involvement with, Coast Plaza's business operations related to the Federal health care programs; or (b) is in a position for which the person's salary or the items or services furnished, ordered, or prescribed by the person are paid in whole or part, directly or indirectly, by Federal health care programs or otherwise with Federal funds (the Stipulated Penalty described in this Subsection shall not be demanded for any time period during which Coast Plaza can demonstrate that it did not discover the person's exclusion or other ineligibility after making a reasonable inquiry (as described in Section III.F) as to the status of the person).

5. A Stipulated Penalty of \$1,500 for each day Coast Plaza fails to grant access to the information or documentation as required in Section VII. (This Stipulated Penalty shall begin to accrue on the date Coast Plaza fails to grant access.)

6. A Stipulated Penalty of \$5,000 for each false certification submitted by or on behalf of Coast Plaza as part of its Implementation Report, Annual Report, additional documentation to a report (as requested by the OIG), or otherwise required by this IA.

7. A Stipulated Penalty of \$1,000 for each day Coast Plaza fails to comply fully and adequately with any obligation of this IA. OIG shall provide notice to Coast Plaza, stating the specific grounds for its determination that Coast Plaza has failed to comply fully and adequately with the IA obligation(s) at issue and steps Coast Plaza shall take to comply with the IA. (This Stipulated Penalty shall begin to accrue 10 days after Coast Plaza receives this notice from OIG of the failure to comply.) A Stipulated Penalty as described in this Subsection shall not be demanded for any violation for which OIG has sought a Stipulated Penalty under Subsections 1-6 of this Section.

B. Timely Written Requests for Extensions. Coast Plaza may, in advance of the due date, submit a timely written request for an extension of time to perform any act or file any notification or report required by this IA. Notwithstanding any other provision in this Section, if OIG grants the timely written request with respect to an act, notification,

or report, Stipulated Penalties for failure to perform the act or file the notification or report shall not begin to accrue until one day after Coast Plaza fails to meet the revised deadline set by OIG. Notwithstanding any other provision in this Section, if OIG denies such a timely written request, Stipulated Penalties for failure to perform the act or file the notification or report shall not begin to accrue until three business days after Coast Plaza receives OIG's written denial of such request or the original due date, whichever is later. A "timely written request" is defined as a request in writing received by OIG at least five business days prior to the date by which any act is due to be performed or any notification or report is due to be filed.

### C. Payment of Stipulated Penalties.

1. *Demand Letter.* Upon a finding that Coast Plaza has failed to comply with any of the obligations described in Section X.A and after determining that Stipulated Penalties are appropriate, OIG shall notify Coast Plaza of: (a) Coast Plaza's failure to comply; and (b) OIG's exercise of its contractual right to demand payment of the Stipulated Penalties (this notification is referred to as the "Demand Letter").

2. *Response to Demand Letter.* Within 10 days after the receipt of the Demand Letter, Coast Plaza shall either: (a) cure the breach to OIG's satisfaction and pay the applicable Stipulated Penalties; or (b) request a hearing before an HHS administrative law judge (ALJ) to dispute OIG's determination of noncompliance, pursuant to the agreed upon provisions set forth below in Section X.E. In the event Coast Plaza elects to request an ALJ hearing, the Stipulated Penalties shall continue to accrue until Coast Plaza cures, to OIG's satisfaction, the alleged breach in dispute. Failure to respond to the Demand Letter in one of these two manners within the allowed time period shall be considered a material breach of this IA and shall be grounds for exclusion under Section X.D.

3. *Form of Payment.* Payment of the Stipulated Penalties shall be made by certified or cashier's check, payable to: "Secretary of the Department of Health and Human Services," and submitted to OIG at the address set forth in Section VI.

4. *Independence from Material Breach Determination.* Except as set forth in Section X.D.1.c, these provisions for payment of Stipulated Penalties shall not affect or otherwise set a standard for OIG's decision that Coast Plaza has materially breached this IA, which decision shall be made at OIG's discretion and shall be governed by the provisions in Section X.D, below.

D. Exclusion for Material Breach of this IA.

1. *Definition of Material Breach.* A material breach of this IA means:

- a. a failure by Coast Plaza to report a Reportable Event, take corrective action, and make the appropriate refunds, as required in Section III.H;
- b. a repeated or flagrant violation of the obligations under this IA, including, but not limited to, the obligations addressed in Section X.A;
- c. a failure to respond to a Demand Letter concerning the payment of Stipulated Penalties in accordance with Section X.C; or
- d. a failure to engage and use an IRO in accordance with Section III.D.

2. *Notice of Material Breach and Intent to Exclude.* The parties agree that a material breach of this IA by Coast Plaza constitutes an independent basis for Coast Plaza's exclusion from participation in the Federal health care programs. Upon a determination by OIG that Coast Plaza has materially breached this IA and that exclusion is the appropriate remedy, OIG shall notify Coast Plaza of: (a) Coast Plaza's material breach; and (b) OIG's intent to exercise its contractual right to impose exclusion (this notification is hereinafter referred to as the "Notice of Material Breach and Intent to Exclude").

3. *Opportunity to Cure.* Coast Plaza shall have 30 days from the date of receipt of the Notice of Material Breach and Intent to Exclude to demonstrate to OIG's satisfaction that:

- a. Coast Plaza is in compliance with the obligations of the IA cited by OIG as being the basis for the material breach;
- b. the alleged material breach has been cured; or
- c. the alleged material breach cannot be cured within the 30-day period, but that: (i) Coast Plaza has begun to take action to cure the

material breach; (ii) Coast Plaza is pursuing such action with due diligence; and (iii) Coast Plaza has provided to OIG a reasonable timetable for curing the material breach.

4. *Exclusion Letter.* If, at the conclusion of the 30-day period, Coast Plaza fails to satisfy the requirements of Section X.D.3, OIG may exclude Coast Plaza from participation in the Federal health care programs. OIG shall notify Coast Plaza in writing of its determination to exclude Coast Plaza (this letter shall be referred to hereinafter as the “Exclusion Letter”). Subject to the Dispute Resolution provisions in Section X.E, below, the exclusion shall go into effect 30 days after the date of Coast Plaza’s receipt of the Exclusion Letter. The exclusion shall have national effect and shall also apply to all other Federal procurement and nonprocurement programs. Reinstatement to program participation is not automatic. After the end of the period of exclusion, Coast Plaza may apply for reinstatement by submitting a written request for reinstatement in accordance with the provisions at 42 C.F.R. §§ 1001.3001-.3004.

#### E. Dispute Resolution

1. *Review Rights.* Upon OIG’s delivery to Coast Plaza of its Demand Letter or of its Exclusion Letter, and as an agreed-upon contractual remedy for the resolution of disputes arising under this IA, Coast Plaza shall be afforded certain review rights comparable to the ones that are provided in 42 U.S.C. § 1320a-7(f) and 42 C.F.R. Part 1005 as if they applied to the Stipulated Penalties or exclusion sought pursuant to this IA. Specifically, OIG’s determination to demand payment of Stipulated Penalties or to seek exclusion shall be subject to review by an HHS ALJ and, in the event of an appeal, the HHS Departmental Appeals Board (DAB), in a manner consistent with the provisions in 42 C.F.R. §§ 1005.2-1005.21. Notwithstanding the language in 42 C.F.R. § 1005.2(c), the request for a hearing involving Stipulated Penalties shall be made within 10 days after receipt of the Demand Letter and the request for a hearing involving exclusion shall be made within 25 days after receipt of the Exclusion Letter.

2. *Stipulated Penalties Review.* Notwithstanding any provision of Title 42 of the United States Code or Chapter 42 of the Code of Federal Regulations, the only issues in a proceeding for Stipulated Penalties under this IA shall be: (a) whether Coast Plaza was in full and timely compliance with the obligations of this IA for which OIG demands payment; and (b) the period of noncompliance. Coast Plaza shall have the burden of proving its full and timely compliance and the steps taken to cure the noncompliance, if any. OIG shall not have the right to appeal to the DAB an adverse ALJ



decision related to Stipulated Penalties. If the ALJ agrees with OIG with regard to a finding of a breach of this IA and orders Coast Plaza to pay Stipulated Penalties, such Stipulated Penalties shall become due and payable 20 days after the ALJ issues such a decision unless Coast Plaza requests review of the ALJ decision by the DAB. If the ALJ decision is properly appealed to the DAB and the DAB upholds the determination of OIG, the Stipulated Penalties shall become due and payable 20 days after the DAB issues its decision.

3. *Exclusion Review.* Notwithstanding any provision of Title 42 of the United States Code or Chapter 42 of the Code of Federal Regulations, the only issues in a proceeding for exclusion based on a material breach of this IA shall be:

- a. whether Coast Plaza was in material breach of this IA;
- b. whether such breach was continuing on the date of the Exclusion Letter; and
- c. whether the alleged material breach could not have been cured within the 30-day period, but that: (i) Coast Plaza had begun to take action to cure the material breach within that period; (ii) Coast Plaza has pursued and is pursuing such action with due diligence; and (iii) Coast Plaza provided to OIG within that period a reasonable timetable for curing the material breach and Coast Plaza has followed the timetable.

For purposes of the exclusion herein, exclusion shall take effect only after an ALJ decision favorable to OIG, or, if the ALJ rules for Coast Plaza, only after a DAB decision in favor of OIG. Coast Plaza's election of its contractual right to appeal to the DAB shall not abrogate OIG's authority to exclude Coast Plaza upon the issuance of an ALJ's decision in favor of OIG. If the ALJ sustains the determination of OIG and determines that exclusion is authorized, such exclusion shall take effect 20 days after the ALJ issues such a decision, notwithstanding that Coast Plaza may request review of the ALJ decision by the DAB. If the DAB finds in favor of OIG after an ALJ decision adverse to OIG, the exclusion shall take effect 20 days after the DAB decision. Coast Plaza shall waive its right to any notice of such an exclusion if a decision upholding the exclusion is rendered by the ALJ or DAB. If the DAB finds in favor of Coast Plaza, Coast Plaza shall be reinstated effective on the date of the original exclusion.

4. *Finality of Decision.* The review by an ALJ or DAB provided for above shall not be considered to be an appeal right arising under any statutes or regulations. Consequently, the parties to this IA agree that the DAB's decision (or the ALJ's decision if not appealed) shall be considered final for all purposes under this IA.

## **XI. EFFECTIVE AND BINDING AGREEMENT**

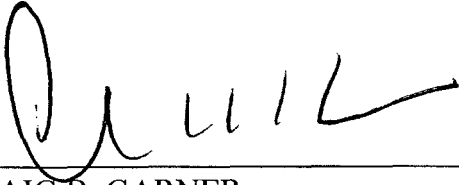
Consistent with the provisions in the Settlement Agreement pursuant to which this IA is entered, and into which this IA is incorporated, Coast Plaza and OIG agree as follows:

- A. This IA shall be binding on the successors, assigns, and transferees of Coast Plaza. The OIG will consider a request by Coast Plaza that the IA be terminated or modified on the sale of all of the ownership interest in Coast Plaza or all or substantially all of the assets of Coast Plaza, and will advise Coast Plaza within 60 days of any such request, or within 60 days after OIG's receipt of any additional materials submitted by Coast Plaza pursuant to OIG's request, whichever is later, whether the OIG will agree to terminate or modify the IA. In making its decision the OIG will consider such factors as (1) the relationship of the transferee to Coast Plaza and its owners, (2) whether Coast Plaza administrative personnel will be responsible for the administration of the facility after the transfer, (3) the history of the transferee and its principals with the Medicare program, and (4) the transferee's commitment to maintain an acceptable compliance program. This list of factors is not exclusive, and the OIG may consider such other factors as it deems relevant;
- B. This IA shall become final and binding on the date the final signature is obtained on the IA;
- C. Any modifications to this IA shall be made with the prior written consent of the parties to this IA;
- D. OIG may agree to a suspension of Coast Plaza's obligations under the IA in the event of Coast Plaza's cessation of participation in Federal health care programs. If Coast Plaza withdraws from participation in Federal health care programs and is relieved of its IA obligations by OIG, Coast Plaza shall notify OIG at least 30 days in advance of Coast Plaza's intent to

reapply as a participating provider or supplier with the Federal health care programs. Upon receipt of such notification, OIG shall evaluate whether the IA should be reactivated or modified;

- E. The undersigned Coast Plaza signatories represent and warrant that they are authorized to execute this IA. The undersigned OIG signatory represents that he is signing this IA in his official capacity and that he is authorized to execute this IA. Facsimiles of signatures shall constitute acceptable, binding signatures for purposes of this IA; and
- F. This IA may be executed in counterparts, each of which constitutes an original and all of which constitute one and the same agreement.

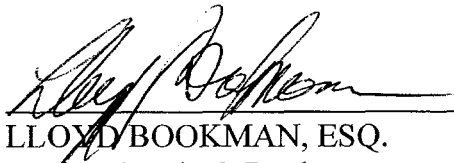
ON BEHALF OF COAST PLAZA DOCTORS HOSPITAL,  
A CALIFORNIA LIMITED PARTNERSHIP  
D/B/A  
COAST PLAZA DOCTORS HOSPITAL



\_\_\_\_\_  
CRAIG B. GARNER  
Chief Executive Officer

1-21-04

\_\_\_\_\_  
DATE



\_\_\_\_\_  
LLOYD BOOKMAN, ESQ.  
Hooper Lundy & Bookman  
Counsel for Coast Plaza Doctors Hospital

1/22/04

\_\_\_\_\_  
DATE

**ON BEHALF OF THE OFFICE OF INSPECTOR GENERAL  
OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

*Larry J. Goldberg*

\_\_\_\_\_  
LARRY J. GOLDBERG

Assistant Inspector General for Legal Affairs  
Office of Inspector General  
U. S. Department of Health and Human Services

*1/22/04*  
\_\_\_\_\_  
DATE

## APPENDIX A INDEPENDENT REVIEW ORGANIZATION

This Appendix contains the requirements relating to the Independent Review Organization (IRO) required by Section III.D of the IA.

### A. IRO Engagement.

Coast Plaza shall engage an IRO that possesses the qualifications set forth in paragraph B, below, to perform the responsibilities in paragraph C, below. The IRO must conduct the review in a professionally independent and/or objective fashion, as set forth in paragraph D. Within 30 days after OIG receives written notice of the identity of the selected IRO, OIG will notify Coast Plaza if the IRO is unacceptable. Absent notification from OIG that the IRO is unacceptable, Coast Plaza may continue to engage the IRO.

If Coast Plaza engages a new IRO during the term of the IA, this IRO shall also meet the requirements of this Appendix. If a new IRO is engaged, Coast Plaza shall submit the information identified in Section V.A.8 of the IA to OIG within 30 days of engagement of the IRO. Within 30 days after OIG receives written notice of the identity of the selected IRO, OIG will notify Coast Plaza if the IRO is unacceptable. Absent notification from OIG that the IRO is unacceptable, Coast Plaza may continue to engage the IRO.

### B. IRO Qualifications.

The IRO shall:

1. assign individuals to conduct the Cost Reporting Engagement, Claims Review and Unallowable Cost Review who have expertise in the billing, coding, reporting, and other requirements applicable to Medicare cost reports, Medicare inpatient and outpatient services, and in the general requirements of the Federal health care program(s) from which Coast Plaza seeks reimbursement;

2. assign individuals to design and select the Claims Review sample who are knowledgeable about the appropriate statistical sampling techniques;

3. assign individuals to conduct the coding review portions of the Claims Review who have a nationally recognized coding certification (e.g., CCA, CCS, CCS-P, CPC, RRA, etc.) and who have maintained this certification (e.g., completed applicable continuing education requirements); and

4. have sufficient staff and resources to conduct the reviews required by the IA on a timely basis.

C. IRO Responsibilities.

The IRO shall:

1. perform each Cost Reporting Engagement, Claims Review, and Unallowable Cost Review in accordance with the specific requirements of the IA;
2. follow all applicable rules and reimbursement guidelines in making assessments in the Cost Reporting Engagement, Claims Review, and Unallowable Cost Review;
3. if in doubt of the application of a particular Medicare policy or regulation, request clarification from the appropriate authority (e.g., fiscal intermediary or carrier);
4. respond to all OIG inquiries in a prompt, objective, and factual manner; and
5. prepare timely, clear, well-written reports that include all the information required by Appendix B.

D. IRO Independence/Objectivity.

The IRO must perform the Cost Reporting Engagement, Claims Review, and Unallowable Cost Review in a professionally independent and/or objective fashion, as appropriate to the nature of the engagement, taking into account any other business relationships or engagements that may exist between the IRO and Coast Plaza.

E. IRO Removal/Termination.

1. *Provider.* If Coast Plaza terminates its IRO during the course of the engagement, Coast Plaza must submit a notice explaining its reasons to OIG no later than 30 days after termination. Coast Plaza must engage a new IRO in accordance with paragraph A of this Appendix.

2. *OIG Removal of IRO.* In the event OIG has reason to believe that the IRO does not possess the qualifications described in paragraph B, is not independent and/or objective as set forth in paragraph D, or has failed to carry out its responsibilities as described in paragraph C, OIG may, at its sole discretion, require Coast Plaza to engage a new IRO in accordance with paragraph A of this Appendix.

Prior to requiring Coast Plaza to engage a new IRO, OIG shall notify Coast Plaza of its intent to do so and provide a written explanation of why OIG believes such a step is necessary. To resolve any concerns raised by OIG, Coast Plaza may request a meeting

with OIG to discuss any aspect of the IRO's qualifications, independence or performance of its responsibilities and to present additional information regarding these matters. Coast Plaza shall provide any additional information as may be requested by OIG under this paragraph in an expedited manner. OIG will attempt in good faith to resolve any differences regarding the IRO with Coast Plaza prior to requiring Coast Plaza to terminate the IRO. However, the final determination as to whether or not to require Coast Plaza to engage a new IRO shall be made at the sole discretion of OIG.



## APPENDIX B CLAIMS REVIEW

### A. Claims Review.

1. *Definitions.* For the purposes of the Claims Review, the following definitions shall be used:

- a. Overpayment: The amount of money Coast Plaza has received in excess of the amount due and payable under any Federal health care program requirements.
- b. Item: Any discrete unit that can be sampled (e.g., code, line item, beneficiary, patient encounter, etc.).
- c. Paid Claim: A code or line item submitted by Coast Plaza and for which Coast Plaza has received reimbursement from the Medicare program within the scope of the risk area identified by the IRO in accordance with Section III.D.3 of the IA.
- d. Population: For the first Reporting Period, the Population shall be defined as all Items for which a code or line item has been submitted by or on behalf of Coast Plaza and for which Coast Plaza has received reimbursement from Medicare within the scope of the risk area identified by the IRO in accordance with Section III.D.3 of the IA (i.e., Paid Claim) during the 12-month period covered by the first Claims Review.

For the remaining Reporting Periods, the Population shall be defined as all Items for which Coast Plaza has received reimbursement from Medicare within the scope of the risk area identified by the IRO in accordance with Section III.D.3 of the IA (i.e., Paid Claim) during the 12-month period covered by the Claims Review.

To be included in the Population, an Item must have resulted in at least one Paid Claim.

- e. Error Rate: The Error Rate shall be the percentage of net Overpayments identified in the sample. The net Overpayments shall be calculated by subtracting all underpayments identified in the sample from all gross Overpayments identified in the sample. (Note: Any potential cost settlements or other supplemental payments should not be included in the net Overpayment

calculation. Rather, only underpayments identified as part of the Discovery Sample shall be included as part of the net Overpayment calculation.)

The Error Rate is calculated by dividing the net Overpayment identified in the sample by the total dollar amount associated with the Items in the sample.

## 2. *Other Requirements.*

a. Paid Claims without Supporting Documentation. For the purpose of appraising Items included in the Claims Review, any Paid Claim for which Coast Plaza cannot produce documentation sufficient to support the Paid Claim shall be considered an error and the total reimbursement received by Coast Plaza for such Paid Claim shall be deemed an Overpayment. Replacement sampling for Paid Claims with missing documentation is not permitted.

b. Replacement Sampling. Considering the Population shall consist only of Paid Claims and that Items with missing documentation cannot be replaced, there is no need to utilize alternate or replacement sampling units.

c. Use of First Samples Drawn. For the purposes of all samples (Discovery Sample(s) and Full Sample(s)) discussed in this Appendix, the Paid Claims associated with the Items selected in each first sample (or first sample for each strata, if applicable) shall be used (*i.e.*, it is not permissible to generate more than one list of random samples and then select one for use with the Discovery Sample or Full Sample).

B. Claims Review Report. The following information shall be included in the Claims Review Report for each Discovery Sample and Full Sample (if applicable).

### 1. *Claims Review Methodology.*

a. Sampling Unit. A description of the Item as that term is utilized for the Claims Review.

b. Claims Review Population. A description of the Population subject to the Claims Review.

c. Claims Review Objective. A clear statement of the objective intended to be achieved by the Claims Review.

d. Sampling Frame. A description of the sampling frame, which is the totality of Items from which the Discovery Sample and, if any, Full Sample has been selected and an explanation of the methodology used to identify the sampling frame. In most circumstances, the sampling frame will be identical to the Population.

e. Source of Data. A description of the specific documentation relied upon by the IRO when performing the Claims Review (e.g., medical records, physician orders, certificates of medical necessity, requisition forms, local medical review policies (including title and policy number), CMS program memoranda (including title and issuance number), Medicare carrier or intermediary manual or bulletins (including issue and date), other policies, regulations, or directives).

f. Review Protocol. A narrative description of how the Claims Review was conducted and what was evaluated.

## 2. *Statistical Sampling Documentation.*

a. The number of Items appraised in the Discovery Sample and, if applicable, in the Full Sample.

b. A copy of the printout of the random numbers generated by the “Random Numbers” function of the statistical sampling software used by the IRO.

c. A copy of the statistical software printout(s) estimating how many Items are to be included in the Full Sample, if applicable.

d. A description or identification of the statistical sampling software package used to select the sample and determine the Full Sample size, if applicable.

## 3. *Claims Review Findings.*

### a. Narrative Results.

i. A description of Coast Plaza’s billing and coding system(s), including the identification, by position description, of the personnel involved in coding and billing.

ii. A narrative explanation of the IRO's findings and supporting rationale (including reasons for errors, patterns noted, etc.) regarding the Claims Review, including the results of the Discovery Sample, and the results of the Full Sample (if any).

b. Quantitative Results.

i. Total number and percentage of instances in which the IRO determined that the Paid Claims submitted by Coast Plaza (Claim Submitted) differed from what should have been the correct claim (Correct Claim), regardless of the effect on the payment.

ii. Total number and percentage of instances in which the Claim Submitted differed from the Correct Claim and in which such difference resulted in an Overpayment to Coast Plaza.

iii. Total dollar amount of all Overpayments in the sample.

iv. Total dollar amount of paid Items included in the sample and the net Overpayment associated with the sample.

v. Error Rate in the sample.

vi. A spreadsheet of the Claims Review results that includes the following information for each Paid Claim appraised: beneficiary health insurance claim number, date of service, procedure code submitted, procedure code reimbursed, allowed amount reimbursed by payor, correct procedure code (as determined by the IRO), correct allowed amount (as determined by the IRO), dollar difference between allowed amount reimbursed by payor and the correct allowed amount. (See Attachment 1 to this Appendix.)

4. *Systems Review.* Observations, findings, and recommendations on possible improvements to the system(s) and process(es) that generated the Overpayment(s).

5. *Credentials.* The names and credentials of the individuals who: (1) designed the statistical sampling procedures and the review methodology utilized for the Claims Review; and (2) performed the Claims Review.

**Claim Review Results**

Federal Health Care Program Billed	Bene HIC #	Date of Service	Procedure Code Submitted	Procedure Code Reimbursed	Allowed Amount Reimbursed	Correct Procedure Code (IRO determined)	Correct Allowed Amt Reimbursed (IRO determined)	Dollar Difference between Amt Reimbursed and Correct Allowed Amt

## OVERPAYMENT REFUND

**TO BE COMPLETED BY MEDICARE CONTRACTOR**

Date: \_\_\_\_\_

Contractor Deposit Control # \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Fax: \_\_\_\_\_

**TO BE COMPLETED BY PROVIDER/PHYSICIAN/SUPPLIER**

*Please complete and forward to Medicare Contractor. This form, or a similar document containing the following information, should accompany every voluntary refund so that receipt of check is properly recorded and applied.*

PROVIDER/PHYSICIAN/SUPPLIER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROVIDER/PHYSICIAN/SUPPLIER # \_\_\_\_\_ CHECK NUMBER# \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

AMOUNT OF CHECK \$ \_\_\_\_\_ CHECK DATE \_\_\_\_\_

**REFUND INFORMATION**

**For each Claim, provide the following:**

Patient Name \_\_\_\_\_ HIC # \_\_\_\_\_

Medicare Claim Number \_\_\_\_\_ Claim Amount Refunded \$ \_\_\_\_\_

Reason Code for Claim Adjustment: \_\_\_\_\_ (Select reason code from list below. Use one reason per claim)

*(Please list all claim numbers involved. Attach separate sheet, if necessary)*

*Note: If Specific Patient/HIC/Claim #/Claim Amount data not available for all claims due to Statistical Sampling, please indicate methodology and formula used to determine amount and reason for overpayment:* \_\_\_\_\_

**For Institutional Facilities Only:**

Cost Report Year(s) \_\_\_\_\_

(If multiple cost report years are involved, provide a breakdown by amount and corresponding cost report year.)

**For OIG Reporting Requirements:**

Do you have a Corporate Integrity Agreement with OIG? Yes \_\_\_\_\_ No \_\_\_\_\_

**Reason Codes:**

<u>Billing/Clerical Error</u>	<u>MSP/Other Payer Involvement</u>	<u>Miscellaneous</u>
01 - Corrected Date of Service Documentation	08 - MSP Group Health Plan Insurance	13 - Insufficient
02 - Duplicate HMO	09 - MSP No Fault Insurance	14 - Patient Enrolled in an
03 - Corrected CPT Code	10 - MSP Liability Insurance	15 - Services Not Rendered
04 - Not Our Patient(s)	11 - MSP, Workers Comp.(Including Black Lung	16 - Medical Necessity
05 - Modifier Added/Removed	12 - Veterans Administration	17 - Other (Please Specify)
06 - Billed in Error		
07 - Corrected CPT Code		