

**INTEGRITY AGREEMENT
BETWEEN THE
OFFICE OF INSPECTOR GENERAL
OF THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
ARIZONA RHEUMATOLOGY CENTER, LTD.,
OSCAR GLUCK, M.D.
AND JOHN TESSER, M.D.**

I. PREAMBLE

Arizona Rheumatology Center, Ltd., Oscar Gluck, M.D. and John Tesser, M.D. (“ARC and Drs. Gluck and Tesser”) hereby enter into this Integrity Agreement (“Agreement”) with the Office of Inspector General (“OIG”) of the United States Department of Health and Human Services (“HHS”) to promote compliance with the statutes, regulations, program requirements 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”). This commitment to promote compliance applies to any entities that ARC and Drs. Gluck and Tesser own or in which ARC and Drs. Gluck and Tesser have a control interest, as defined in 42 U.S.C. § 1320a-3(a)(3), and ARC and Drs. Gluck and Tesser’s and any such entity’s officers, directors, employees, agents, contractors and all third parties with whom ARC and Drs. Gluck and Tesser or such entity may choose to engage to act as billing or coding consultants for purposes of claiming reimbursement from the Federal health care programs (“Covered Persons”). Contemporaneously with this Agreement, ARC and Drs. Gluck and Tesser are entering into a Settlement Agreement with the United States, and this Agreement is incorporated by reference into the Settlement Agreement.

II. TERM OF THE AGREEMENT

Except as otherwise provided, the period of compliance obligations assumed by ARC and Drs. Gluck and Tesser under this Agreement shall be 3 years from the effective date of this Agreement. The effective date of this Agreement shall be the date on which the final signatory of this Agreement executes this Agreement.

Sections VII, VIII, IX, X and XI shall expire no later than 120 days from the

OIG's receipt of: (1) ARC and Drs. Gluck and Tesser's final annual report; or (2) any additional materials submitted by ARC and Drs. Gluck and Tesser pursuant to OIG's request, whichever is later.

III. INTEGRITY OBLIGATIONS

ARC and Drs. Gluck and Tesser hereby agrees to establish a Compliance Program that, at minimum, includes the following elements:

A. Compliance Contact

Within 30 days of execution of this Agreement, ARC and Drs. Gluck and Tesser shall designate a person to be the Compliance Contact for purposes of developing and implementing policies, procedures and practices designed to ensure compliance with the obligations herein and with Federal health care program requirements. In addition, the Compliance Contact is responsible for responding to questions and concerns from Covered Persons and the OIG regarding compliance with the Agreement obligations. The name and phone number of the Compliance Contact shall be included in the Implementation Report. In the event a new Compliance Contact is appointed during the term of this Agreement, ARC and Drs. Gluck and Tesser shall notify the OIG, in writing, within 15 days of such a change.

B. Posting of Notice

Within the first 30 days following the effective date of this Agreement, ARC and Drs. Gluck and Tesser shall post in a prominent place accessible to all patients and Covered Persons a notice detailing their commitment to comply with all Federal health care program requirements in the conduct of the business. This notice shall include a means (i.e., telephone number, address, etc.) by which instances of misconduct may be reported anonymously. A copy of this notice shall be included in the Implementation Report.

C. Written Policies and Procedures

Within 90 days of the effective date of this Agreement, ARC and Drs. Gluck and Tesser agree to develop, implement, and make available to all Covered Persons written policies that address the following:

1. ARC and Drs. Gluck and Tesser's commitment to operate their business

in full compliance with all Federal health care program requirements;

2. ARC and Drs. Gluck and Tesser's requirement that all Covered Persons shall be expected to comply with all Federal health care program requirements and with ARC and Drs. Gluck and Tesser's own Policies and Procedures as implemented pursuant to section III.C (including the requirements of this Agreement);

3. The requirement that all of ARC and Drs. Gluck and Tesser's Covered Persons shall be expected to report to ARC and Drs. Gluck and Tesser or the Compliance Contact suspected violations of any Federal health care program requirements or ARC and Drs. Gluck and Tesser's own Policies and Procedures. Any Covered Person who makes an inquiry regarding compliance with Federal health care program requirements shall be able to do so without risk of retaliation or other adverse effect.

4. The requirement that ARC and Drs. Gluck and Tesser not hire, employ or engage as contractors any Ineligible Person. For purposes of this Agreement, an "Ineligible Person" shall be any individual or entity who: (i) is currently excluded, debarred or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or non-procurement 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, or otherwise declared ineligible. To prevent hiring or contracting with any Ineligible Person, ARC and Drs. Gluck and Tesser shall check all prospective employees and contractors prior to engaging their services against the HHS/OIG List of Excluded Individuals/Entities (available through the Internet at <http://www.hhs.gov/oig>) and the General Services Administration's List of Parties Excluded from Federal Programs (available through the Internet at <http://epls.arnet.gov>). In addition to prospective checks, ARC and Drs. Gluck and Tesser shall conduct annual checks of all employees against each exclusion list.

5. The commitment of ARC and Drs. Gluck and Tesser to remain current with all Federal health care program requirements by obtaining and reviewing program memoranda, newsletters, and any other correspondence from the carrier related to Federal health care program requirements.

6. The proper procedures for the accurate preparation and submission of

claims in accordance with Federal health care program requirements;

7. The proper documentation of services and billing information and the retention of such information in a readily retrievable form; and

8. The proper procedures for billing federal health care programs for nurse practitioner services.

9. The proper documentation of services and billing procedures for physician office visits.

At least annually (and more frequently if appropriate), ARC and Drs. Gluck and Tesser shall assess and update as necessary the Policies and Procedures. Within 30 days of the effective date of any revisions, the relevant portions of any such revised Policies and Procedures shall be made available to all individuals whose job functions are related to those Policies and Procedures.

Within 90 days of the effective date of the Agreement and annually thereafter, each Covered Person shall certify in writing that he or she has read, understood, and will abide by ARC and Drs. Gluck and Tesser's Policies and Procedures. New Covered Persons shall review the Policies and Procedures and shall complete the required certification within two weeks after becoming a Covered Person or within 90 days of the effective date of the Agreement, whichever is later.

Copies of the written policies and procedures shall be included in the Implementation Report. Copies of any written policies and procedures that are subsequently revised shall be included in the Annual Report.

D. Training and Certification

Within 90 days following the effective date of this Agreement and at least once each year thereafter, ARC and Drs. Gluck and Tesser and Covered Persons involved in the delivery of patient care items or services and/or in the preparation or submission of claims for reimbursement from any Federal health care program shall receive at least three hours of training from an individual or entity, other than ARC and Drs. Gluck and Tesser or another Covered Person. The training shall be conducted by individuals with expertise in the relevant subject areas, e.g., preparation or submission of claims to Federal health care programs for the types of services provided by ARC and Drs. Gluck and Tesser.

New Covered Persons involved in the delivery of patient care items or services and/or in the preparation or submission of claims for reimbursement from any Federal health care program shall receive the training described above within 30 days after becoming a Covered Person or within 90 days of the effective date of this Agreement, whichever is later. The training for New Covered Persons may either be provided internally by Covered Persons who have completed the required annual training or externally by a qualified individual or entity. Until they have received the requisite training, such New Covered Persons shall work under the direct supervision of a Covered Person who has received such training.

At a minimum, the annual and new employee training sessions shall cover the following topics:

1. Federal health care program requirements related to the proper submission of accurate bills for services rendered and/or items provided to Federal health care program patients;
2. The written Policies and Procedures developed pursuant to Section III.C., above;
3. The legal sanctions for improper billing or other violations of the Federal health care program requirements;
4. Examples of proper and improper billing practices; and
5. Proper coding and billing procedures for physician services.

Each Covered Person shall annually certify in writing that he or she has received the required training. The certification shall specify the type of training received and the date received. ARC and Drs. Gluck and Tesser shall retain the certifications, along with the training course materials. The training course materials shall be provided in the Annual Report.

E. Annual Review Procedures

1. *General Description.*

- a. Retention of Independent Review Organization. Within 90 days of the Effective Date, ARC and Drs. Gluck and Tesser shall retain

New Covered Persons involved in the delivery of patient care items or services and/or in the preparation or submission of claims for reimbursement from any Federal health care program shall receive the training described above within 30 days after becoming a Covered Person or within 90 days of the effective date of this Agreement, whichever is later. The training for New Covered Persons may either be provided internally by Covered Persons who have completed the required annual training or externally by a qualified individual or entity. Until they have received the requisite training, such New Covered Persons shall work under the direct supervision of a Covered Person who has received such training.

At a minimum, the annual and new employee training sessions shall cover the following topics:

1. Federal health care program requirements related to the proper submission of accurate bills for services rendered and/or items provided to Federal health care program patients;
2. The written Policies and Procedures developed pursuant to Section III.C., above;
3. The legal sanctions for improper billing or other violations of the Federal health care program requirements;
4. Examples of proper and improper billing practices; and
5. Proper coding and billing procedures for physician services.

Each Covered Person shall annually certify in writing that he or she has received the required training. The certification shall specify the type of training received and the date received. ARC and Drs. Gluck and Tesser shall retain the certifications, along with the training course materials. The training course materials shall be provided in the Annual Report.

E. Annual Review Procedures

1. *General Description.*

a. Retention of Independent Review Organization. Within 90 days of the Effective Date, ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser in assessing and evaluating its billing and coding practices and certain compliance obligations pursuant to this Agreement and the Settlement Agreement. Each IRO retained by ARC and Drs. Gluck and Tesser shall have expertise in the billing, coding, reporting, and other requirements of the particular section of the health care industry pertaining to this Agreement and in the general requirements of the Federal health care program(s) from which ARC and Drs. Gluck and Tesser seek reimbursement. Each IRO shall assess, along with ARC and Drs. Gluck and Tesser, whether it can perform the IRO review in a professionally independent fashion taking into account any other business relationships or other engagements that may exist. The IRO(s) review shall address and analyze ARC and Drs. Gluck and Tesser’s billing and coding to the Federal health care programs (“Claims Review”).

b. Frequency of Claims Review. The Claims Review shall be performed annually and shall cover each of the one-year periods of the Agreement beginning with the Effective Date of the Integrity Agreement. The IRO(s) shall perform all components of each annual Claims Review.

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

2. *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 A to this Agreement, 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 ARC and Drs. Gluck and Tesser. The Paid Claims shall be

reviewed based on the supporting documentation available at ARC and Drs. Gluck and Tesser or under ARC and Drs. Gluck and Tesser's control and applicable billing and coding regulations and guidance to determine whether the claim submitted was correctly coded, submitted and reimbursed.

i. If the Error Rate (as defined in Appendix A) for the Discovery Sample is less than 5%, no additional sampling is required, nor is the Systems Review required. (Note: The threshold listed above does not imply that this is an acceptable error rate. Accordingly, ARC and Drs. Gluck and Tesser should, as appropriate, further analyze any errors identified in the Discovery Sample. ARC and Drs. Gluck and Tesser recognizes that the 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.)

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.E.2.a, the IRO shall perform an additional sample of Paid Claims using commonly accepted sampling methods and in accordance with Appendix A. The Full Sample should be designed to (1) 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 (2) 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 ARC and Drs. Gluck and Tesser or under ARC and Drs. Gluck and Tesser's control and applicable billing and coding regulations and guidance to determine whether the claim submitted 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, ARC and Drs. Gluck and Tesser 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. The OIG, in its full discretion, may refer the findings of the Full Sample (and any related work papers) received from ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser's Discovery Sample identifies an Error Rate of 5% or greater, ARC and Drs. Gluck and Tesser'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 should 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 to ARC and Drs. Gluck and Tesser observations and recommendations on suggested improvements to the system(s) and the process(es) that generated the claim.

d. **Repayment of Identified Overpayments.** In accordance with Section III.F.1 of the Agreement, ARC and Drs. Gluck and Tesser 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. ARC and Drs. Gluck and Tesser shall make available to the OIG any and all documentation that reflects the refund of the Overpayment(s) to the payor and the associated documentation.

3. ***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 detailed in Appendix A.

4. ***Validation Review.*** In the event the OIG has reason to believe that:

(a) ARC and Drs. Gluck and Tesser’s Claims Review fails to conform to the requirements of this Agreement; or (b) the IRO’s findings or Claims Review results are inaccurate, the OIG may, at its sole discretion, conduct its own review to determine whether the Claims Review complied with the requirements of the Agreement and/or the findings or Claims Review results are inaccurate (“Validation Review”). ARC and Drs. Gluck and Tesser shall pay for the reasonable cost of any such review performed by the OIG or any of its designated agents so long as it is initiated before one year after ARC and Drs. Gluck and Tesser’s final submission (as described in Section II) is received by the OIG.

Prior to initiating a Validation Review, the OIG shall notify ARC and Drs. Gluck and Tesser of its intent to do so and provide a written explanation of why the OIG believes such a review is necessary. To resolve any concerns raised by the OIG, ARC and Drs. Gluck and Tesser may request a meeting with the OIG to discuss the results of any Claims Review submissions or findings; present any additional or relevant information to clarify the results of the Claims Review to correct the inaccuracy of the Claims Review; and/or propose alternatives to the proposed Validation Review. ARC and Drs. Gluck and Tesser agree to provide any additional information as may be requested by the OIG under this Section in an expedited manner. The OIG will attempt in good faith to resolve any Claims Review with ARC and Drs. Gluck and Tesser 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 the OIG.

7. Independence Certification. The IRO shall include in its report(s) to ARC and Drs. Gluck and Tesser a certification or sworn affidavit that it has evaluated its professional independence with regard to the Claims Review and that it has concluded that it was, in fact, independent.

6. Reporting of Overpayments and Material Deficiencies

1. *Overpayments*

a. Definition of Overpayments. For purposes of this Agreement, an “overpayment” shall mean the amount of money ARC and Drs. Gluck and Tesser has received in excess of the amount due and payable under any Federal health care program requirements. ARC and Drs. Gluck and Tesser may not subtract any underpayments for purposes of determining the amount of relevant “overpayments” for purposes of reporting under this Agreement.

b. Reporting of Overpayments. If, at any time, ARC and Drs. Gluck and Tesser identifies or learns of any overpayments, ARC and Drs. Gluck and Tesser shall notify the payor (e.g., Medicare fiscal intermediary or carrier) within 30 days of identification of the overpayment and take remedial steps within 60 days of identification (or such additional time as may be agreed to by the payor) to correct the problem, including preventing the underlying problem and the overpayments from recurring. Also, within 30 days of identification of the overpayment, ARC and Drs. Gluck and Tesser shall repay the overpayment to the appropriate payor to the extent such overpayment has been quantified. If not yet quantified, within 30 days of identification, ARC and Drs. Gluck and Tesser 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 should be done in accordance with the payor's policies, and for Medicare contractors, must include the information contained on the Overpayment Refund Form, provided as Appendix B to this Agreement. 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. Material Deficiencies.

a. Definition of Material Deficiency. For purposes of this Agreement, a "Material Deficiency" means anything that involves:

- (i) a substantial overpayment;
- (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; or

A Material Deficiency may be the result of an isolated event or a series of occurrences.

b. Reporting of Material Deficiencies. If ARC and Drs. Gluck and Tesser determines, by any means, that there is a Material Deficiency, ARC and Drs. Gluck and Tesser shall notify OIG, in writing, within 30 days of making the determination that the Material Deficiency exists. The report to the OIG shall include the following information:

- (i) If the Material Deficiency results in an overpayment, the report

to the OIG shall be made at the same time as the notification to the payor required in section III.F.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) on which the overpayment was repaid/refunded;

(ii) a complete description of the Material Deficiency, including the relevant facts, persons involved, and legal and Federal health care program authorities implicated;

(iii) a description of ARC and Drs. Gluck and Tesser's actions taken to correct the Material Deficiency; and

(iv) any further steps ARC and Drs. Gluck and Tesser plans to take to address the Material Deficiency and prevent it from recurring.

7. Notification of Government Investigations or Legal Proceedings

Within 30 days of discovery, ARC and Drs. Gluck and Tesser shall notify OIG, in writing, of any ongoing investigation known to ARC and Drs. Gluck and Tesser or legal proceeding conducted or brought by a governmental entity or its agents involving an allegation that ARC and Drs. Gluck and Tesser 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. ARC and Drs. Gluck and Tesser shall also provide written notice to OIG within 30 days of the resolution of the matter, and shall provide OIG with a description of the findings and/or results of the proceedings, if any.

IV. NEW BUSINESS UNITS OR LOCATIONS

In the event that, of the effective date of this Agreement, ARC and Drs. Gluck and Tesser changes locations, sells, closes, purchases or establishes a new business related to the furnishing of items or services that may be reimbursed by Federal health care programs, or ceases to participate in federal health care programs, ARC and Drs. Gluck and Tesser shall notify OIG of this fact as soon as possible, but no later than within 30 days of the date of change of location, sale, closure, purchase,

establishment, or change in status of participation in Federal health care programs. This notification shall include the location of the new operation(s), phone number, fax number, Medicare provider or supplier number(s) (if any), and the corresponding contractor's name and address that has issued each Medicare provider number. All Covered Persons at such locations shall be subject to the applicable requirements in this Agreement (e.g., completing certifications and undergoing training).

V. REPORTS

A. Implementation Report

Within 120 days after the effective date of this Agreement, ARC and Drs. Gluck and Tesser shall submit a written report to OIG summarizing the status of its implementation of the requirements of this Agreement. This report, known as the "Implementation Report," shall include:

1. The name, address and phone number of ARC and Drs. Gluck and Tesser's Compliance Contact;
2. A copy of the notice ARC and Drs. Gluck and Tesser posted in his [or her] office as described in Section III.B and a description of where and when the notice has been posted;
3. A copy of the written policies and procedures required by section III.C. of this Agreement;
4. A certification signed by ARC and Drs. Gluck and Tesser attesting that the Policies and Procedures are being implemented and have been made available to all Covered Persons;
5. A copy of all training materials used for the training required by section III.D., a description of the training, including a summary of the topics covered, the length of the session(s) and a schedule of when the training session(s) were held;
6. A certification signed by ARC and Drs. Gluck and Tesser attesting that all employees have completed the initial training required by Section III.D. and have executed the required certifications;
7. The name and qualifications of the IRO ARC and Drs. Gluck and Tesser, a summary/description of all engagements between ARC and Drs. Gluck and Tesser

and the IRO, including, but not limited to, any outside financial audits, compliance program engagements, or reimbursement consulting, and the proposed start and completion dates of the first annual review;

8. A certification from the IRO regarding its professional independence from ARC and Drs. Gluck and Tesser;
9. A list of all ARC and Drs. Gluck and Tesser'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 identification number(s) and the name and address of the Medicare contractor to which ARC and Drs. Gluck and Tesser currently submits claims; and
10. A certification from the ARC and Drs. Gluck and Tesser stating that he [or she] has reviewed the Implementation Report, he [or she] has made a reasonable inquiry regarding its content and believes that, upon such inquiry, the information is accurate and truthful.

B. Annual Reports

ARC and Drs. Gluck and Tesser shall submit to OIG Annual Reports with respect to ~~the status of and findings~~ regarding ARC and Drs. Gluck and Tesser's compliance activities for each of ~~the five~~ one-year periods beginning on the effective date of the Agreement. (The one-year period covered by each Annual Report shall be referred to as "the Reporting Period"). The first Annual Report shall be received by the 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.

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Each Annual Report shall include:

1. If revisions were made to the written policies and procedures developed pursuant to section III.C. of this Agreement, a copy of any policies and procedures that were revised;
2. A certification by ARC and Drs. Gluck and Tesser that all Covered Persons have executed the annual Policies and Procedures certification required by section III.C.;
3. A schedule, topic outline and copies of the training materials for the training

programs attended in accordance with section III.D. of this Agreement;

4. A certification signed by ARC and Drs. Gluck and Tesser certifying that they are maintaining written certifications from all Covered Persons that they received training pursuant to the requirements set forth in section III.D. of this Agreement;
5. A complete copy of all reports prepared pursuant to the IRO's Billing Engagement, including the Claims Review Report and Process Review Report, along with a copy of the IRO's engagement letter;
6. ARC and Drs. Gluck and Tesser's response and corrective action plan(s) related to any issues raised or recommendations made by the IRO;
7. A summary/description of all engagements between ARC and Drs. Gluck and Tesser 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 from ARC and Drs. Gluck and Tesser;
9. A summary of Material Deficiencies (as defined in III.F.) identified during the Reporting Period and the status of any corrective and preventative action relating to all such Material Deficiencies;
10. 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;
11. A certification signed by ARC and Drs. Gluck and Tesser certifying that all prospective employees and contractors are being screened against the HHS/OIG List of Excluded Individuals/Entities and the General Services Administration's List of Parties Excluded from Federal Programs; and
12. A certification signed by ARC and Drs. Gluck and Tesser certifying that they have reviewed the Annual Report, they have made a

reasonable inquiry regarding its content and believes that, upon such inquiry, the information is accurate and truthful.

VI. NOTIFICATIONS AND SUBMISSION OF REPORTS

Unless otherwise stated subsequent to the execution of this Agreement, all notifications and reports required under the terms of this Agreement shall be submitted to the following:

OIG: Civil Recoveries Branch - Compliance Unit
 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, SW
 Washington, DC 20201
 Ph. 202.619.2078
 Fax 202.205.0604

 Arizona Rheumatology Center
 Oscar Gluck, MD
 John Tesser, MD
 6707 N 19th Ave., #201
 Phoenix, Arizona 85015

Unless otherwise specified, all notifications and reports required by this Agreement 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 ARC and Drs. Gluck and Tesser's books, records, and other documents and supporting materials and/or conduct on-site reviews of any of ARC and Drs. Gluck and Tesser's locations for the purpose of verifying and evaluating: (a) ARC and Drs. Gluck and Tesser's compliance with the terms of this Agreement; and (b) ARC and Drs. Gluck and Tesser's compliance with the requirements of the Federal health care programs in which they participate. The

documentation described above shall be made available by ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser'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. ARC and Drs. Gluck and Tesser agrees to assist OIG or its duly authorized representative(s) in contacting and arranging interviews with such individuals upon OIG's request. ARC and Drs. Gluck and Tesser's employees may elect to be interviewed with or without a representative of ARC and Drs. Gluck and Tesser present.

VIII. DOCUMENT AND RECORD RETENTION

ARC and Drs. Gluck and Tesser shall maintain for inspection all documents and records relating to reimbursement from the Federal health care programs, or to compliance with this Agreement, 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, the OIG shall make a reasonable effort to notify ARC and Drs. Gluck and Tesser prior to any release by OIG of information submitted by ARC and Drs. Gluck and Tesser pursuant to its obligations under this Agreement and identified upon submission by ARC and Drs. Gluck and Tesser as trade secrets, or information that is commercial or financial and privileged or confidential, under the FOIA rules. With respect to such releases, ARC and Drs. Gluck and Tesser shall have the rights set forth at 45 C.F.R. § 5.65(d). ARC and Drs. Gluck and Tesser shall refrain from identifying any information as exempt from release if that information does not meet the criteria for exemption from disclosure under FOIA.

X. BREACH AND DEFAULT PROVISIONS

Full and timely compliance by ARC and Drs. Gluck and Tesser is expected throughout the duration of this Agreement with respect to all of the obligations herein agreed to by ARC and Drs. Gluck and Tesser.

A. Stipulated Penalties for Failure to Comply with Certain Obligations

As a contractual remedy, ARC and Drs. Gluck and Tesser and OIG hereby agree that failure to comply with certain obligations set forth in this Agreement 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 \$1,000 (which shall begin to accrue on the day after the date the obligation became due) for each day ARC and Drs. Gluck and Tesser fails to:

- a. have in place a Compliance Contact as required in section III.A;
- b. post the notice required in section III.B;
- c. implement and make available the Policies and Procedures required in section III.C;
- d. require that Covered Persons attend the training required by section III.D. of the Agreement within the time frames required in that section;
- e. retain an IRO within the time frame required in section III.E.1, or to submit the IRO’s annual Claims Review Report and Process Review Report as required in section III.E and Appendix A; or
- f. meet any of the deadlines for the submission of the Implementation Report or the Annual Reports to OIG.

2. A Stipulated Penalty of \$750 (which shall begin to accrue on the date the failure to comply began) for each day ARC and Drs. Gluck and Tesser employs or contracts with an Ineligible Person and that person: (i) has responsibility for, or involvement with, ARC and Drs. Gluck and Tesser’s business operations related to the Federal health care programs; or (ii) is in a position for which the person’s salary or the items or services rendered, 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 paragraph shall not be demanded for any time period during which ARC and Drs. Gluck and Tesser can demonstrate that ARC and Drs. Gluck and Tesser did not discover the person’s exclusion or other ineligibility after making a reasonable inquiry (as described in section III.C.5) as to the status of the person).

3. A Stipulated Penalty of \$750 for each day ARC and Drs. Gluck and Tesser fails to grant access to the information or documentation as required in section VII of this Agreement. (This Stipulated Penalty shall begin to accrue on the date ARC and Drs. Gluck

and Tesser fails to grant access.)

4. A Stipulated Penalty of \$750 for each day ARC and Drs. Gluck and Tesser fails to comply fully and adequately with any obligation of this Agreement. In its notice to ARC and Drs. Gluck and Tesser, OIG shall state the specific grounds for its determination that ARC and Drs. Gluck and Tesser has failed to comply fully and adequately with the Agreement obligation(s) at issue and steps the ARC and Drs. Gluck and Tesser must take to comply with the Agreement. (This Stipulated Penalty shall begin to accrue 10 days after the date ARC and Drs. Gluck and Tesser receives notice from the OIG of the failure to comply.) A Stipulated Penalty as described in this paragraph shall not be demanded for any violation for which the OIG has sought a Stipulated Penalty under paragraphs 1-3 of this section.

B. Timely Written Requests for Extensions

ARC and Drs. Gluck and Tesser 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 Agreement. 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 ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser of: (a) ARC and Drs. Gluck and Tesser's failure to comply; and (b) OIG's exercise of its contractual right to demand payment of the Stipulated Penalties (this notification is hereinafter referred to as the "Demand Letter").

2. *Response to Demand Letter.* Within 10 days of the receipt of the Demand Letter, ARC and Drs. Gluck and Tesser shall respond by either: (a) curing the breach to

OIG's satisfaction and paying the applicable Stipulated Penalties; or (b) sending in writing to OIG a request for 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 ARC and Drs. Gluck and Tesser elects to request an ALJ hearing, the Stipulated Penalties shall continue to accrue until ARC and Drs. Gluck and Tesser 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 Agreement 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 ARC and Drs. Gluck and Tesser has materially breached this Agreement, 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 Agreement

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

- a. a failure by ARC and Drs. Gluck and Tesser to report a Material Deficiency, take corrective action and make the appropriate refunds, as required in section III.F;
- b. a repeated or flagrant violation of the obligations under this Agreement, 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 retain and use an Independent Review Organization in accordance with section III.E.

2. *Notice of Material Breach and Intent to Exclude.* The parties agree that a

material breach of this Agreement by ARC and Drs. Gluck and Tesser constitutes an independent basis for ARC and Drs. Gluck and Tesser's exclusion from participation in the Federal health care programs. Upon a determination by OIG that ARC and Drs. Gluck and Tesser has materially breached this Agreement and that exclusion should be imposed, OIG shall notify ARC and Drs. Gluck and Tesser of: (a) ARC and Drs. Gluck and Tesser'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.* ARC and Drs. Gluck and Tesser 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. ARC and Drs. Gluck and Tesser is in compliance with the obligations of the Agreement cited by the 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) ARC and Drs. Gluck and Tesser has begun to take action to cure the material breach; (ii) ARC and Drs. Gluck and Tesser is pursuing such action with due diligence; and (iii) ARC and Drs. Gluck and Tesser has provided to OIG a reasonable timetable for curing the material breach.

4. *Exclusion Letter.* If at the conclusion of the 30-day period, ARC and Drs. Gluck and Tesser fails to satisfy the requirements of section X.D.3, OIG may exclude ARC and Drs. Gluck and Tesser from participation in the Federal health care programs. OIG will notify ARC and Drs. Gluck and Tesser in writing of its determination to exclude ARC and Drs. Gluck and Tesser (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 the Exclusion Letter. The exclusion shall have national effect and shall also apply to all other Federal procurement and non-procurement programs. Reinstatement to program participation is not automatic. If at the end of the period of exclusion, ARC and Drs. Gluck and Tesser wishes to apply for reinstatement, ARC and Drs. Gluck and Tesser must submit 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 ARC and Drs. Gluck and Tesser of its Demand Letter or of its Exclusion Letter, and as an agreed-upon contractual remedy for the resolution of disputes arising under this Agreement, ARC and Drs. Gluck and Tesser 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 Agreement. 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 of the receipt of the Demand Letter and the request for a hearing involving exclusion shall be made within 25 days of 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 Agreement shall be: (a) whether ARC and Drs. Gluck and Tesser was in full and timely compliance with the obligations of this Agreement for which OIG demands payment; and (b) the period of noncompliance. ARC and Drs. Gluck and Tesser shall have the burden of proving its full and timely compliance and the steps taken to cure the noncompliance, if any. The 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 Agreement and orders ARC and Drs. Gluck and Tesser to pay Stipulated Penalties, such Stipulated Penalties shall become due and payable 20 days after the ALJ issues such a decision unless ARC and Drs. Gluck and Tesser 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 Agreement shall be:

- a. whether ARC and Drs. Gluck and Tesser was in material breach of this Agreement;
- 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) ARC and Drs. Gluck and Tesser had begun to take action to cure the material breach within that period;

(ii) ARC and Drs. Gluck and Tesser has pursued and is pursuing such action with due diligence; and

(iii) ARC and Drs. Gluck and Tesser provided to OIG within that period a reasonable timetable for curing the material breach and ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser, only after a DAB decision in favor of OIG. ARC and Drs. Gluck and Tesser's election of its contractual right to appeal to the DAB shall not abrogate OIG's authority to exclude ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser 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. ARC and Drs. Gluck and Tesser agrees to waive their rights 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 **ARC and Drs. Gluck and Tesser**, **ARC and Drs. Gluck and Tesser** will 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 Agreement agree that the DAB's decision (or the ALJ's decision if not appealed) shall be considered final for all purposes under this Agreement.

XI. EFFECTIVE AND BINDING AGREEMENT

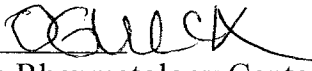
Consistent with the provisions in the Settlement Agreement pursuant to which this Agreement is entered, and into which this Agreement is incorporated, ARC and Drs. Gluck and Tesser and the OIG agree as follows:

1. This Agreement shall be binding on the successors, assigns and transferees of ARC and Drs. Gluck and Tesser;
2. This Agreement shall become final and binding on the date the final signature is obtained on the Agreement;
8. Any modifications to this Agreement shall be made with the prior written consent of the parties to this Agreement;
9. OIG may agree to a suspension of ARC and Drs. Gluck and Tesser's obligations under this Agreement in the event of ARC and Drs. Gluck and Tesser's cessation of participation in Federal health care programs. If ARC and Drs. Gluck and Tesser withdraws from participation in Federal health care programs and is relieved from its Agreement obligations by the OIG, ARC and Drs. Gluck and Tesser agrees to notify the OIG 30 days in advance of ARC and Drs. Gluck and Tesser's intent to reapply as a participating provider or supplier with the Federal health care programs. Upon receipt of such notification, OIG will evaluate whether the CIA should be reactivated or modified.
10. The undersigned ARC and Drs. Gluck and Tesser signatories represent and warrant that they are authorized to execute this Agreement. The undersigned OIG signatory represents that he is signing this Agreement in his official capacity and that he is authorized to execute this Agreement.

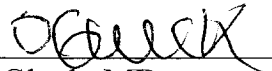
IN WITNESS WHEREOF, the parties hereto affix their signatures:

ARIZONA RHEUMATOLOGY CENTER


04/24/02
Date


Arizona Rheumatology Center

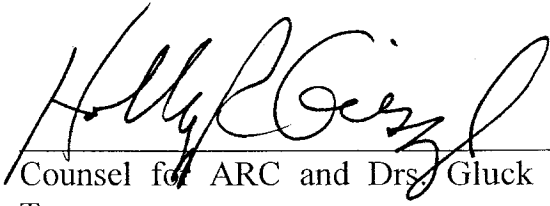
04/24/02
Date


Oscar Gluck, MD

4/24/02
Date



John Tesser, MD

04/24/02
Date


Counsel for ARC and Drs. Gluck and Tesser
Himmer & Leitch, P.C.

OFFICE OF INSPECTOR GENERAL OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

4/30/02
Date


Lewis Morris, Esquire
Assistant Inspector General for Legal Affairs
Office of Counsel to the Inspector General
Office of Inspector General
U. S. Department of Health and Human Services

APPENDIX A

A. Billing Engagement's Claims Review.

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

a. **Overpayment:** The amount of money ARC and Drs. Gluck and Tesser 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 ARC and Drs. Gluck and Tesser and for which ARC and Drs. Gluck and Tesser has received reimbursement from the Medicare program.

d. **Population:** All Items for which ARC and Drs. Gluck and Tesser has submitted a code or line item and for which ARC and Drs. Gluck and Tesser has received reimbursement from the Medicare program (i.e., a 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 or Full Sample (as applicable) 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 ARC and Drs. Gluck and Tesser cannot produce documentation sufficient to support the Paid Claim shall be considered an error and the total reimbursement received by ARC and Drs. Gluck and Tesser for such Paid Claim shall be deemed an Overpayment. Replacement sampling for Paid Claims with missing documentation is not permitted.

b. **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. In other words, 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 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, CMS program memoranda, Medicare carrier or intermediary manual or bulletins, 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 conduct the sampling.

3. Claims Review Findings.

a. Narrative Results.

i. A description of ARC and Drs. Gluck and Tesser’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) with the gross Overpayment amount, the net Overpayment amount, and the corresponding Error Rate(s) related to the net Overpayment.

b. Quantitative Results.

i. Total number and percentage of instances in which the IRO determined that the Paid Claims submitted by ARC and Drs. Gluck and Tesser (“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 ARC and Drs. Gluck and Tesser.

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

iv. Error Rate in the sample.

v. A spreadsheet of the Claims Review results that includes the following information for each Paid Claim appraised: Federal health care program billed, 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.

NOTICE

Arizona Rheumatology Center and Drs. Gluck and Tesser
are committed to complying with all Federal health care program requirements in
the operation of its business.

Anyone who has information or concerns about a possible violation of Arizona
Rheumatology and Drs. Gluck and Tesser's policies and procedures or any Federal
health care program requirements should contact the Compliance officer at (123)
456-7890 or via email at *physicianorg@abc.net*. Reporting may also be made
anonymously by sending correspondence to:

Oscar Gluck, MD
John Tesser, MD
Arizona Rheumatology Center
6707 N 19th Ave., #201
Phoenix, Arizona 85015
Fax: (123) 456-7788

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	08 - MSP Group Health Plan Insurance	13 - Insufficient Documentation
02 - Duplicate	09 - MSP No Fault Insurance	14 - Patient Enrolled in an HMO
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		