



**JEB BUSH**  
GOVERNOR

**TERRY F. WHITE**  
SECRETARY

**TO:** AAA Directors - PSA 2-4, 6-11    **NOTICE #:** 051204-1-I-SWCBS

**FROM:** Terry White  
Secretary

**DATE:** May 7, 2004

**SUBJECT:** Notice of Instruction: Claims Accuracy Audit

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The Agency for Health Care Administration (AHCA), with the assistance of Tucker, Alan Inc., is again conducting a claims accuracy audit for the Florida Medicaid program. This task includes monitoring claim line items for clients served under the Aged and Disabled Adult (ADA) Medicaid Waiver. The conclusion of this audit will result in the formulation of an error rate for our waiver programs. We want to be certain that the error rate is accurate and not a reflection of our inability to locate the correct documentation. The results of this audit will be sent to the legislature.

Attached please find an Excel file that lists the paid claim line items selected from your PSA. Each line item includes information about the service delivered, information about the client, the service provider, and the case management agency. The following information is needed for each claim line item:

- Service authorization for the service listed to include the number of hours and duration
- Care plan covering the date the service was provided
- Proof that the service was provided (service logs or case notes)
- Notification of level of care
- Physician Certification Form (form 3008)
- Last assessment done prior to the date of service

For each item, please contact the service provider and/or the lead agency for the needed information. Please ensure that Medicaid Ids are placed on all documents. Please send all needed information to Jimmy Brazzell at the Department of Elder Affairs by May 31, 2004. His address is as follows:

Department of Elder Affairs  
3<sup>rd</sup> Floor  
4040 Esplanade Way  
Tallahassee, FL 323999-7000  
Attn: Jimmy Brazzell

**4040 ESPLANADE WAY**  
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If you will not be able to send this information by May 31, 2004, or have any questions about this request, please call Mindy Sollisch at 850.414.2181 as soon as possible.

Attachment

TW/ms