Conditional Payment Introduction

Slide 1 of 27 - Conditional Payment Introduction



Slide notes

Welcome to the Medicare Secondary Payer Recovery Portal (MSPRP) Conditional Payments course.

Slide 2 of 27 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions. All affected entities are responsible for following the instructions found in the MSPRP User Manual found at the following link: https://www.cob.cms.hhs.gov/MSPRP/.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions.

All affected entities are responsible for following the instructions found in the MSPRP User Manual found at the following link: http://www.cob.cms.hhs.gov/MSPRP/.

Slide 3 of 27 - Course Overview



Slide notes

Upon completion of this course, you will be able to:

Explain how claims are selected for a case,

Describe how to request a copy of the Conditional Payment Letter, and

Discuss how to initiate a Demand Letter.





When Medicare first learns of a case, the Rights and Responsibilities letter is sent to the beneficiary.

The letter confirms that a Medicare Secondary Payer (MSP) recovery case has been established and educates the recipient about Medicare's right of recovery.

Note: To access/retrieve cases on the MSPRP, you will need the Case ID.

The Case ID is a 15-digit number located on any case-specific correspondence received from Medicare such as the Rights and Responsibilities Letter or Conditional Payment Letter.

Slide 5 of 27 - Case Recovery



Slide notes

Once Medicare has information concerning a potential recovery situation, it will identify the conditional payments paid by Medicare that are being claimed and/or released with respect to the accident, illness, or other incident from the date of incident through the date of settlement, judgment, award, or other payment.

These conditional payments are identified based on a number of criteria including ICD-9 or ICD-10 (International Classification of Diseases, 9th or 10th revisions) Diagnosis Codes and Dates of Service.

Slide 6 of 27 - Conditional Payments



Slide notes

These payments are referred to as conditional payments because the money must be repaid to Medicare when a settlement, judgment, award, or other payment is secured.

Note: The MSPRP permits authorized users to notify CMS that a specific case is approaching settlement and request that the case be a part of the Final Conditional Payment process.

To automate the redetermination process, the debtor and their authorized representatives can submit a redetermination request (first level appeal) on the MSPRP for BCRC or CRC cases.

For CRC cases, authorized users may request an update to the conditional payment amount.

After a conditional payment notice (CPN) or a conditional payment letter (CPL) has been issued, users may submit unlimited disputes any time prior to the case being demanded. Authorized representatives will be able to submit a redetermination request and reason to request once per claim/line item.

Further information on these processes can be found in Chapter 14 and 15 of the MSPRP User Guide.

Slide 7 of 27 -	- Warning - Confirm	Request to Submit	a Redetermination Page
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Firm Request (First Level A atermination. A redeterm to challenge the amount	t to Submit a Appeal) ination is the first level t or existence of the del	a Solution of the Medicare Appeals Proces of or initial determination (the de	Print this page Hell ss. It emand letter	lick Help Ip About This Page	
nation is an indepence e not involved in the eccipt of your demar such as a doctor's sta fore, it is important to process has five leve ecision will be made if your appeal is der	ent re-examination of an initial claim determina initial determination. You (or anyone acting on d letter. You will need to submit supporting pap tement) used in the original coverage determin include that information with your appeal subn is. The first level (redetermination) asks Medic within 60 days of receipt of the redetermination ied, how you may appeal to the next level.	tion and its supporting documer your behalf) must submit this ap perwork to back up your appeal. nation request or new evidence t nission. are for a "redetermination" of the request. The notice will explain	ntation by opeal within If you have that wasn't e original the		
u wish to submit a redetermin mation page.	ation (first level appeal), click Continue to proc	eed or Cancel to return to the C	Case		

When submitting a redetermination, a new warning page will appear. This page will permit the user to confirm if redetermination is what they are selecting.

For CRC cases, authorized users may request an update to the conditional payment amount.

After a conditional payment notice (CPN) or a conditional payment letter (CPL) has been issued, users may submit unlimited disputes any time prior to the case being demanded.

Further information on these processes can be found in Chapter 14 and 15 of the MSPRP User Guide.

Slide 8 of 27 - Conditional Payment Letter



Slide notes

Sixty-five days after the Rights and Responsibilities letter is sent, the Conditional Payment letter will be sent to all authorized parties on the case.

This letter identifies the conditional payments that Medicare has made to date that are related to what is being claimed and/or released with respect to the accident, illness, injury, or other incident.

It also identifies the total Current Conditional Payment Amount and includes a Payment Summary Form.

Note: When a case is in the Final CP process and you request a conditional payment letter, electronic or mailed, you will receive either the Notice of Anticipated Settlement Letter or the Final Conditional Payment Letter, depending on the status of your Final CP case.

For CRC cases, users may request an electronic conditional payment letter (eCPL) or a mailed copy of the conditional payment letter.

Additionally, if requested, users will also receive an electronic or mailed version of the "no claims paid" letter for CRC cases where the overpayment amount equals zero.

Slide 9 of 27 - Payment Summary Form

Slide notes

The Payment Summary form lists all of the claims that are included in the Current Conditional Payment Amount.

Specific information, such as dates of service and conditional payment amounts will be displayed for each claim listed.

The sum of the amounts included in the conditional payment amount column is the Total Conditional Payments Amount.





The Current Conditional Payment Amount is an interim amount.

Medicare may continue to make conditional payments for items and/or services related to the case while the case is pending.



case Information	Print this page Quick Help : Help About This Page
Case ID: 201117409000150 🦔	Medicare ID: 987654321A Beneficiary DOB: 02/08/1940 Beneficiary Last Name: Smith
Case Type: Liability Insurance Case Status: Demand What is this?	Treasury Account Number: 12345678
RRE Name: Sample Name	Treasury Referral Date: 01/01/2016
Date of Incident: 09/15/2009 Industry Date of Incident: 09/15/2009 What is this? ORM: Yes	Authorization Level: Proof of Representation Authorization Status: Verified What is this? ORM Termination Date: 01/01/2016
Payment Electronic Payment Refund Information Information History	Correspondence Waiver/ Final Conditional Activity Redetermination/ Payment Process Compromise
Payment Information Electronic Payment History Refund Information *Current Conditional Payment Amount: \$2,800.00 * *Note: Claims are retrieved daily. This amount is current as of: 07/23/2018. F evaluated for relevance. This typically takes 3-5 business days. The conditio Please contact the BCRC or CRC at (855) 798-2627 if immediate assistance Rights and Responsibilities Letter Mail Date: 06/10/2010 *	Correspondence Waiver/ Redetermination/ Compromise Final Conditional Payment Process Please be advised that the claims associated to this case are currently being inal payment amount will be automatically updated once this process is complete. a with this amount is required. Section 111 No-Fault Policy Limit Reported: \$32456.76
Payment Information Electronic Payment History Refund Information *Current Conditional Payment Amount: \$2,800.00 *Note: Claims are retrieved daily. This amount is current as of: 07/23/2018. F evaluated for relevance. This typically takes 3-5 business days. The condition Please contact the BCRC or CRC at (855) 798-2627 if immediate assistance Rights and Responsibilities Letter Mail Date: 06/10/2010 Conditional Payment Letter Amount: \$496.06 Conditional Payment Letter Mail Date: 06/01/2011	Correspondence Activity Waiver/ Redetermination/ Compromise Final Conditional Payment Process Please be advised that the claims associated to this case are currently being mal payment amount will be automatically updated once this process is complete. Please be advised that the claims associated to this case are currently being mal payment amount will be automatically updated once this process is complete. Section 111 No-Fault Policy Limit Reported: \$32456.76 Conditional Payment Notice Amount: \$500.00 Conditional Payment Notice Mail Date: 06/18/2011 Conditional Payment Notice Response Due Date: 07/31/2011

To view the Current Conditional Payment Amount and the Conditional Payment Amount Updated on date, view the Case Information page on the MSPRP. The current conditional payment amount is displayed in the Current Conditional Payment Amount area located below the Payment Information tab.

The current conditional payment amount is displayed in the Current Conditional Payment Amount field.

The last date the current conditional payment amount was re-calculated is displayed in the Conditional Payment Amount was updated on the field.

Note: Claims are retrieved daily and will be up to date as of the previous day.

To allow users to submit electronic payments for demands via the MSPRP, functionality has been added to the Payment Information tab on the Case Information page to start the payment process.

Additionally, to assist insurers and recovery agents in providing appropriate disputes to the CPN before a case is demanded, the S111 No-Fault Policy Limit Reported field has been added to the Payment Information tab on the Case Information page for S111 No-Fault case.

Lastly, a new field, Treasury Account Number (i.e., the unique Department of Treasury Federal Agency ID assigned to a debt), has been added to the Case Information page to assist Non-Group Health Plan (NGHP) debtors when they discuss their debt with Treasury.





The Conditional Payment letter may be requested when there is a need for a written report that includes the Current Conditional Payment Amount and/or a listing of claims that comprise that amount.

Slide 13 of 27 - Request Conditional Payment Letter with Current Conditional Payment Amount



Slide notes

The Request an electronic conditional payment letter with Current Conditional Payment Amount action and the Request a mailed copy of the conditional payment letter action allows you to generate a Conditional Payment letter.

This letter identifies Medicare's Current Conditional Payment Amount as of the date reflected in the Current Conditional Payment Updated on field.

Slide 14 of 27 - Request Conditional Payment Letter with Current Conditional Payment Amount



Slide notes

The Request an electronic conditional payment letter with Current Conditional Payment Amount action and the Request a mailed copy of the conditional payment letter action can only be performed when:

- Case Status on the Case Information page is Open;

- Current Conditional Payment Amount on the Case Information page is greater than or equal to zero; and

- No claims on the Case Listing page are in dispute.

Note: You cannot request an electronic or mailed conditional payment letter once a conditional payment notice has been issued (i.e. unless the CPN was issued in error).

A conditional payment notice is issued on a case when settlement information has been received with Medicare and a conditional payment letter has not been issued previously.

Slide 15 of 27 - Case Actions

-	View / Request Authorizations
C	Request an update to the conditional payment amount What is this?
0	Request an electronic conditional payment letter with Current Conditional Payment Amount What is this?
C	Request a mailed copy of the conditional payment letter What is this?
C	Begin Final Conditional Payment Process and Provide 120 Days' Notice of Anticipated Settlement What is this?
C	Calculate Final Conditional Payment Amount What is this?
C	Request an electronic Dispute Denial for Final Conditional Payment Case Letter with Current Conditional Payment Amount What is this?
C	View / Dispute Claims Listing What is this?
C	View/Provide the Notice of Settlement Information What is this?
C	Initiate Demand Letter What is this?
C	View / Submit Redetermination (First Level Appeal) What is this?
C	Submit Waiver Request What is this?
C	Submit Compromise Request What is this?
C	Submit Case Documentation What is this?

Slide notes

Users must be authorized to request an electronic copy of the conditional payment letter. For beneficiary-debtor cases, authorized beneficiary representatives must have an existing verified Proof of Representation.

For insurer-debtor cases, authorized insurer representatives are recovery agents submitted on the Section 111 Tax Identification Number (TIN) reference file and insurer representatives with a verified recovery agent authorization.

Authorized representatives must also have logged in to the MSPRP using multi-factor authentication (MFA) to request an electronic copy of the conditional payment letter.

Once logged in using MFA, the authorized user clicks the Request an electronic copy of the conditional payment letter with Current Conditional Payment Amount checkbox on the Case Information page for the applicable Case ID and clicks Continue.

Home	About This Site	CMS Links	How To	Reference Materials	Contact Us	Sign off
Electro Page	onic Conditio	nal Payme	nt Letter C	Confirmation	Print this page	Quick Help Help About This Page
Case ID: 20 Beneficiary	1117409000150 Last Name: Smith		Medicare ID: 9	99999999A		
You have su	ccessfully requested the	generation of the elec	tronic conditional p	ayment letter.		
Click Contin	ue to return to the Case I	nformation page.				
Contin	ue ≥					
e-NAS						
e-FPL						
e-008						
eCPL_Sam	ple.pdf					
		CMS/HHS Vulnera	ability Disclosure Po	olicy Privacy Policy User A	greement Adobe Re	eader

Slide 16 of 27 - Electronic Conditional Payment Letter Confirmation Page

Slide notes

The MSPRP generates the electronic conditional payment letter in a separate browser window, along with the Payment Summary Form, in .PDF format.

A confirmation page is displayed indicating that the user has successfully requested the generation of the electronic conditional payment letter.

Once the confirmation page is displayed, the user will see options to save or print the letter to a local machine or printer. Click [Continue] to return to the Case Information page.

Slide 17 of 27 - Electronic Conditional Payment Letter



When requested, the electronic conditional payment letter always contains current conditional payment and claims information.

The MSPRP does not save previously generated electronic payment letters that you can later access or print.

Additionally, the electronic letter will not be mailed to the user or other authorized representatives associated to the case.

Slide 18 of 27 - Case Actions

0	View / Request Authorizations
	Poquest an undate to the conditional normant amount. What is this?
	Request an apoate to the containonal payment amount militaris tins:
OF	Request an electronic conditional payment letter with Current Conditional Payment Amount What is this?
0	Request a mailed copy of the conditional payment letter What is this?
0	Begin Final Conditional Payment Process and Provide 120 Days' Notice of Anticipated Settlement What is this?
00	Calculate Final Conditional Payment Amount What is this?
OF	Request an electronic Dispute Denial for Final Conditional Payment Case Letter with Current Conditional Payment Amount What is this?
0	View / Dispute Claims Listing What is this?
0	View/Provide the Notice of Settlement Information What is this?
0	Initiate Demand Letter What is this?
0	View / Submit Redetermination (First Level Appeal) What is this?
0	Submit Waiver Request What is this?
0	Submit Compromise Request What is this?
0	Submit Case Documentation What is this?
	Submit Case Documentation What is this?

Slide notes

To request a mailed copy of the conditional payment letter, go to the Case Information page for the case and select the Request a mailed copy of the conditional payment letter action.

Home	About This Site	CMS Links	How To	Reference Materials	Contact Us	Sign off
Condi	tional Payme	nt Letter Co	onfirmatio	n Page	Print this page	Quick Help
Case ID: 20 Beneficiary	1117409000150 / Last Name: Smith		Medicare ID: **	****6789A		Help About This Page
You have su letter for this authorized e	uccessfully submitted a red s case. Please allow 3-5 d entities will receive a copy	quest for a Conditiona ays for the system to of the letter.	I Payment letter. Ye process this reque:	ou will receive the No Clain st and additional time for p	ns Paid by Medicare ostal delivery. All	
You have su complete. C	uccessfully requested the lick Continue to return to t	generation of the Con the Case Information	ditional Payment le page.	etter. This request could tak	e 7 to 10 days to	
Click Contin	nue to return to the Case I	Information page.				
Contin	ue 🔰					
Notice of Ar	ticipated Settlement Lette	r Confirmation				
No Claims F	Paid by Medicare Letter Co	onfirmation Page				
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The Conditional Payment Letter Confirmation page will appear. This page confirms that you have successfully submitted a request for a Conditional Payment letter.

The Case ID, Beneficiary Last Name and Medicare ID or the case are displayed at the top of the page. Click [Continue] to return to the Case Information page.

Slide 20 of 27 - Medical Conditional Payment Letter



Slide notes

The letter will be mailed to each authorized individual/entity

(i.e., the beneficiary, the insurer if the insurer is the debtor, and each individual/entity with a Verified Proof of Representation or Consent to Release on file for the case).

Please allow 3-5 days for the system to process this request and additional time for postal delivery.

Slide 21 of 27 - Conditional Payment Letter

Conditional Payment Letter				
ition Page Updates				
Value				
No change, remain as Open				
No change				
No Change				
Date the letter was requested				

Slide notes

The following updates will be made to the Case Information page:

- Case Status No change, will remain as Open;
- Current Conditional Payment Amount No change;
- Conditional Payment Amount Updated on No change; and
- Conditional Payment Letter Mail Date is revised to the date the letter was requested.

Note: As of July of 2018, the Conditional Payment Letter dates can also be viewed on the Letter Activity tab of the Case Information page.

Slide 22 of 27 - Conditional Payment Notice



Slide notes

The beneficiary will receive a Conditional Payment Notice (CPN) instead of a CPL when a settlement, judgment, award, or other payment has already occurred when the beneficiary first reports the case.

A CPN will also be issued to the beneficiary `when the BCRC is notified of settlement, judgement, award or other payment through an insurer/workers' compensation entity's Medicare, Medicaid, and SCHIP Extension Act (MMSEA) Section 111 report.

The insurer will receive a CPN when the insurer has notified CMS that it has primary payment responsibility for certain care and Medicare has made conditional payments.

This notification may be through MMSEA Section 111 Reporting, or other notification made to the BCRC (i.e., telephone call or written correspondence).

The CPN provides conditional payment information and advises what actions must be taken. After the CPN has been issued, the debtor has 30 days to respond before the demand will be issued.

However, if you receive a CPN and agree with the Conditional Payment Amount listed in the letter, you have the option to initiate the demand process early.

Slide 23 of 27 - Case Actions

0	View / Request Authorizations
0	Request an update to the conditional payment amount What is this?
0	Request an electronic conditional payment letter with Current Conditional Payment Amount What is this?
0	Request a mailed copy of the conditional payment letter What is this?
0	Begin Final Conditional Payment Process and Provide 120 Days' Notice of Anticipated Settlement What is this?
0	Calculate Final Conditional Payment Amount What is this?
0	Request an electronic Dispute Denial for Final Conditional Payment Case Letter with Current Conditional Payment Amount What is this?
0	View / Dispute Claims Listing What is this?
0	View/Provide the Notice of Settlement Information What is this?
0	Initiate Demand Letter What is this?
0	View / Submit Redetermination (First Level Appeal) What is this?
0	Submit Waiver Request What is this?
0	Submit Compromise Request What is this?
0	Submit Case Documentation What is this?

Slide notes

The following updates will be made to the Case Information page:

- Case Status No change, will remain as Open;
- Current Conditional Payment Amount No change;
- Conditional Payment Amount Updated on No change; and
- Conditional Payment Letter Mail Date is revised to the date the letter was requested.

Note: As of July of 2018, the Conditional Payment Letter dates can also be viewed on the Correspondence Activity tab of the Case Information page.

Also, to prevent users from disputing claims when no conditional payment letter (CPL) or conditional payment notice (CPN) has been sent, the View/Dispute Claims Listing action on the Case Information page has been disabled, with a new tooltip. Additionally, the Redetermination (First Level Appeal) Submission page text has been clarified and shortened.

To assist insurers and recovery agents in providing appropriate disputes to the CPN before a case is demanded, the S111 No-Fault Policy Limit Reported field has been added to the Payment Information tab on the Case Information page for S111 No-Fault cases.

Slide 24 of 27 - I	Initiate Demand	Letter Confirm	ation Page
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	e Demand L	etter Confir	mation	-	Print this page	Quick Help : Help At	bout This Page
Case ID	: 20111 74090 00150						
Benefic	iary Last Name: Smith						
Medicar	e ID: *****4321A						
You hav 7-12 bus	e requested that Medicar iness days.	re send your Demand	now. Once you con	firm this action, the Demand le	etter will be process	ed, and you will rece	eive notification within
Click Co	ntinue to proceed. To ca	ancel this action, click I	Previous				
Click Co	ntinue to proceed. To ca	ancel this action, click I	Previous				
Click Co	ntinue to proceed. To ca	ancel this action, click I	Previous				
Click Co	ntinue to proceed. To ca	ue	Previous				
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Click Co	ntinue to proceed. To ca	ue >	Previous	olicy Privacy Policy User Ac	reement I Adobe R	sader	
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Click Co	ntinue to proceed. To ca	ue CMS/HHS Vulnera	Previous ability Disclosure Pr	olicy Privacy Policy User Ag	reement Adobe Re	eader	

The Initiate Demand Letter Confirmation page displays. Click [Continue] to submit the request. The demand letter will be mailed to each authorized entity.

If the CPN was issued by the Benefits Coordination & Recovery Center (BCRC), please allow 7-12 business days for the system to process this request.

If the CPN was issued by the Commercial Repayment Center (CRC), please allow 10-15 business days for the system to process this request.

Slide 25 of 27 - Course Summary



Slide notes

You are now able to:

Explain how claims are selected for a case

Describe how to request a copy of the Conditional Payment Letter, and

Discuss how to initiate a demand letter

Slide 26 of 27 - Conclusion



Slide notes

You have completed the MSPRP Conditional Payments course. Information in this course can be referenced by using the MSPRP User Manual found at the following link: <u>https://www.cob.cms.hhs.gov/MSPRP/</u>.

For general information on Medicare Secondary Payer Recovery, go to this URL: <u>https://go.cms.gov/cobro</u>.

Slide 27 of 27 - MSPRP Training Survey



Slide notes

If you have any questions or feedback on this material, please go to the following URL: http://www.surveymonkey.com/s/MSPRPTraining.