

Oklahoma Health Care Authority



**oklahoma
health care
authority**

REQUEST FOR INFORMATION

**CERTIFIED PUBLIC ACCOUNTANTS
TO PERFORM
RETROSPECTIVE REVIEW OF PAYMENT FOR
HEALTH CARE SERVICES**

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SECTION I: GENERAL INFORMATION

1.1 ANNOUNCEMENT

The State of Oklahoma, ex rel. Oklahoma Health Care Authority (OHCA), the state Medicaid agency, is issuing this Request for Information (RFI) to obtain information from Certified Public Accountants (CPA) about their ability to perform retrospective reviews of health-care provider claimed services and documentation. Interested parties may submit a response outlining their products and services available to address this need.

1.2 POINT OF CONTACT

Oklahoma Health Care Authority
4545 N. Lincoln Blvd Ste 124
Oklahoma City, OK 73105
Attention: Micqueal Ware
Phone (405) 522-7909
Fax (405) 530-3289
E-mail: Micqueal.ware@okhca.org

1.3 RFI CLOSING DATE

All responses to this RFI will be reviewed if they are received at OHCA no later than 4:30 PM Central Standard Time (CST) on Monday, June 15, 2009. Responses may be mailed, e-mailed, hand-delivered or faxed to the addresses and numbers above. Responses received after the closing time and date may be reviewed depending on the needs of OHCA.

SECTION II: BACKGROUND

OHCA administers the Oklahoma Medicaid Program, known as SoonerCare. The agency contracts with multiple types of health care providers to reimburse them for providing health care services and supplies and equipment to members in SoonerCare programs. SoonerCare programs include:

- **Traditional** - a comprehensive package of benefits that pays providers for services on a fee-for-service (FFS) basis.
- **Choice** – a medical home program with comprehensive benefits where members choose a primary care provider for who receives a monthly payment for care coordination. All other services are reimbursed on a fee-for-service basis.
- **Insure Oklahoma (IO)** - a comprehensive package of benefits that requires members to share in the cost through premiums and co-payments. IO members choose a primary care provider who is paid a monthly rate for case management. IO reimburses all other member benefits on a FFS basis, but services not rendered by the primary care provider may require a referral.
- **SoonerPlan** - a limited package of family planning benefits
- **Supplemental** - SoonerCare plan that provides medical benefits to supplement those services covered by Medicare (sometimes called “crossover”.)

Federal and state statutes and regulations, including Oklahoma Administrative Code; define requirements for services provided, required documentation and authorizations, and reimbursement methodologies. Providers file claims with OHCA's fiscal agent and receive reimbursement. OHCA's Program Integrity Unit audits providers' claimed services and related documentation.

When a Program Integrity review of a statistical sample of a provider's paid claims finds an error rate of greater than 10%, the provider has the option of repaying an amount determined by an extrapolation of the error rate to all paid claims. Providers may also request a full-scope audit of paid claims. This RFI is for services when a provider requests such a full-scope audit.

SECTION III: SCOPE OF WORK OF POTENTIAL CONTRACT

It is the intention of OHCA to make available to providers a list of CPA firms that are acceptable to OHCA to perform a retrospective review of claims. When a provider requests a full scope audit, the provider may choose a CPA firm to perform the audit from this list. OHCA will then execute a contract with the CPA firm for the audit.

The scope of work of such a contract is likely to include the following:

1. Perform retrospective reviews of claimed services and documentation to ensure all State and Federal rules are met and services are clinically/medically appropriate. Reviews will be a 100% review (no sampling) of all claims as defined in the scope of the work;
2. Create and develop methodology and audit procedures to meet review objectives;
3. Perform fieldwork and maintain work papers which support established review objectives, documents work performed, and supports review findings;
4. Make written and/or oral presentations to OHCA and other stakeholders during and at the conclusion of the review; and
5. Serve as an expert witness in administrative and/or court proceedings.

SECTION IV: RESPONSE SUBMISSION

4.1 SUBMISSION OF RESPONSES

Please make sure all responses clearly indicate the name, title, mailing address, and telephone number of the Respondent's contact person for any questions. Please submit e-mail addresses and fax numbers if the Respondent's contact person is available to answer questions via email or fax.

Please limit responses to this RFI to five (5) pages or less, not including the cover page or attachments. Responses should be formatted in a font no smaller than 12 point. Responses should be organized as follows:

1. Cover page with organization name and contact information;
2. Table of contents (optional);
3. Answers to questions numbered as below;
4. Cost estimate for services; and
5. Attachments - Please include attachments only if they clarify or elaborate on the answers to written questions. Please do not attach marketing material for your organization unless it specifically responds to one of the questions.

4.2 QUESTIONS

1. Discuss in general your approach to a project such as this.
2. Discuss potential methodologies, audit procedures, required data, etc.
3. Explain how you would identify relevant statutory and regulatory requirements and verify what claims and documentation complies with these requirements.
4. Discuss work papers and other documentation you would maintain to support findings.
5. Discuss the experience and qualifications of your organization that would enable you to successfully complete this project. Address experience and knowledge in the areas of:
 - a. Health care services and claims;
 - b. Medicaid reimbursement requirements in general and Oklahoma Medicaid requirements specifically;
 - c. Full scope audit methodology, procedures, etc;
 - d. Written and oral presentations on review findings; and
 - e. Expert testimony.

4.3 COST ESTIMATE

Please provide a general estimate of how you would calculate costs for the products and services outlined in Section III. This cost range does not bind nor obligate either party. The cost range is simply a tool to be utilized by OHCA to determine the cost effectiveness of contracting for services discussed in this RFI.

4.4 DEMONSTRATION OF PRODUCTS AND SERVICES AND KEY PERSONNEL INTERVIEWS

Based on the response to RFI questions, OHCA may invite some Respondents to make oral presentations and conduct demonstrations of some of their products and services. The OHCA may also request telephone interviews with key personnel at the Respondent companies.

SECTION V OTHER INFORMATION

5.1 ANTICIPATED CONTRACT TERM

This RFI does not obligate the State to contract with one or more CPAs for retrospective review. However, the State anticipates executing separate contracts for each provider review for the time period required to complete the review.

5.2 COST OF PREPARING RESPONSES

All costs incurred by the Respondent for responding to this RFI are the sole responsibility of the Respondent. The State will not reimburse any Respondent for any such costs.

The State reserves the right to withdraw the RFI at any time during the procurement process. Issuance of this RFI in no way obligates the State to award or issue a contract or to pay any costs incurred by any Respondent as a result of such a withdrawal.

5.3 RETENTION OF RESPONSES

All responses submitted in response to this RFI become the property of the State and will not be returned. All material submitted by Respondents becomes the irrevocable and sole property of the State of Oklahoma.

All responses submitted and all information contained therein shall be subject to the Oklahoma Open Records Act, 51 Okla.Stat. §§24A.1 et seq. (1991).