



THE UNIVERSITY OF ARIZONA
HEALTH PLANS

SUBJECT: FRAUD AND ABUSE
POLICY: CP 6018

Department of Origin: Compliance & Audit

Responsible Position: Director of Compliance

Date(s) of Review and Revision: 07/10; 04/11; 11/11; 02/12; 6/12; 01/14; 7/14; 12/14;
3/15; 08/15; 6/16

Policy Replaces: AD 100 SNP, CP 100 SNP; CP 1100 A; CP 1100S

Department Approval:



Approval has
completed on CP 60

PURPOSE

Prevention, detection, control and reporting of Fraud, Waste and Abuse.

APPLICABILITY

This policy applies to all lines of business.

POLICY

In support of The University of Arizona Health Plan (Health Plan) Compliance Program, it is the policy of the Health Plan to detect, prevent and control member and provider-related Fraud, Waste and Abuse within the Medicare and Medicaid systems. To meet this goal, the Health Plan is committed to comply with applicable statutory, regulatory and other requirements, sub-regulatory guidance and contractual commitments related to the delivery of Medicare benefits. The Health Plan has a written Fraud, Waste and Abuse plan to employ controls to prevent, detect and control potential cases of Fraud, Waste and Abuse. Additionally, this policy outlines the mechanisms utilized within the Health Plan to detect and prevent fraud and abuse.

DEFINITIONS

Please refer to the link below for full definitions for the following terms:

<http://sharepoint/sites/hppandp/new/Lists/Definitions/PP%20Definitions.aspx>

Abuse of a member

**Abuse by provider
Compliance Officer
First Tier, Downstream and Related Entities (FDR)
Fraud
Medicare Drug Integrity Contractor (MEDIC)
Waste**

PROCEDURE

- 1.0 Prevention/Detection of Health Plan Fraud, Waste and Abuse. The Health Plan is committed to comply with applicable statutory and regulatory guidance, sub-regulatory guidance, contractual commitments, and other requirements related to the delivery of Medicare and Medicaid Systems benefits, not limited to the following:
 - 1.1 Federal and state False Claims Act
 - 1.2 Anti-Kickback Statute
 - 1.3 Prohibition on inducements to members
 - 1.4 Health Insurance Portability and Accountability Act (HIPAA)
 - 1.5 Other applicable criminal statutes
 - 1.6 Code of Federal Regulations (CFR), specifically CFR § 400, 403, 411, 417, 422, 423, 1001 and 1003.
 - 1.7 All sub-regulatory guidance produced by CMS for Part D such as manuals, training materials and guides
 - 1.8 Applicable civil monetary penalties and exclusions
 - 1.9 Applicable provisions of the federal food, drug and cosmetic act
 - 1.10 Applicable state laws
 - 1.11 Contractual commitments
- 2.0 The Health Plan has a Compliance Program and Fraud, Waste and Abuse Plan (FWA Plan).
 - 2.1 The Compliance Program and FWA Plan is reviewed and updated annually.
 - 2.1.1 The Compliance Program and FWA Plan is available on the Health Plan intranet to all Health Plan employees and Board Members and available to agents and First Tier, Downstream and related Entities (FDRs) on the Health Plan websites.
 - 2.2 Health Plan Employees receive training on a Compliance Program as part of the Banner Health Code of Conduct training in Banner Learning Center. This training is provided within 60 days of hire and annually thereafter.
 - 2.3 FDRs contracted with the Medicare Program are required to attest annually that they have adopted the Health Plan Compliance Program and FWA Plan or have a program that is materially similar in content.
- 3.0 Prevention/ Detection of FDR Fraud, Waste and Abuse.
 - 3.1 The Health Plan has in place, internal and external controls, policies and procedures that are capable of preventing, detecting, reporting and controlling Fraud, Waste and Abuse activities of FDRs, to include FDRs in the Health Plan Network and FDRs delegated to perform Health Plan administrative functions.

For example, operational policies and controls such as claims edits, prior authorization, utilization and quality review, FDR profiling, FDR education, post-processing review of claims, adequate staffing and resources to investigate unusual incidents, oversight of delegated FDR activities, internal monitoring and auditing and corrective action plans to assist Health Plan in preventing and detecting potential Fraud, Waste and Abuse activities.

- 4.0 Prevention/ Detection of Member Fraud, Waste or Abuse.
- 4.1 If the Health Plan is made aware of, or suspects, member Fraud or Abuse, (for example, an FDR reporting potential or suspected member Fraud, Waste and Abuse to the Health Plan), the Health Plan will notify the appropriate government agency.
- 4.2 The Health Plan proactively monitors and audits services received by members to ensure members have received billed services. Services which are reported as not received by members are investigated and potentially reported to the appropriate government agency.

- 5.0 Health Plan Internal Reporting of FWA.
- 5.1 If a Health Plan employee discovers, or is made aware, that an incident of potential Fraud, Waste or Abuse has occurred, they notify their manager, director, the Health Plan Compliance Officer or make a report via the compliance hotline, "ComplyLine" immediately.
- 5.2 If a member or FDR discovers, or is made aware, that an incident of potential Fraud, Waste or Abuse has occurred, they are to notify the Health Plan via the call center, their provider relations representative, contact the Health Plan Compliance Officer or make a report via the ComplyLine immediately.
- 5.3 The Health Plan's Fraud, Waste and Abuse Analyst conducts a timely and reasonable inquiry into potential violations of Federal and state criminal, civil, administrative laws, rules and regulations. The inquiry must take place within 2 weeks from when the issue of non-compliance was first identified. The investigation will seek to substantiate whether violations have occurred.
- 5.4 The Health Plan Compliance Department reports the incident to the appropriate government agency either by U.S. mail, email, fax or on-line.

- 6.0 Health Plan Reporting of FWA to AHCCCS.
- 6.1 If the Health Plan is made aware of an incident of alleged Fraud, Waste, or Abuse, the Health Plan shall report the incident to the AHCCCS-OIG within one business day.
- 6.2 To report to the AHCCCS-OIG, the Health Plan shall use the online form "Report Suspected Fraud or Abuse of the Program," available on the AHCCCS-OIG website. Attached with the form, shall be all pertinent information to assist AHCCCS in its investigation process.
- 6.3 If the Health Plan, FDR, or contracted provider identifies an incident that would necessitate self-disclosure, the Health Plan, FDR, or contracted provider shall report the incident within one business day to the AHCCCS-OIG by submitting the "Provider Self Disclosure" form, found on the AHCCCS-OIG

webpage. Attached with the form, shall be all pertinent information to assist AHCCCS in its investigation process.

- 6.5 The Office of Inspector General (OIG) at AHCCCS handles all alleged fraud investigations. The Health Plan shall take no action to recoup or otherwise offset any alleged overpayments.
- 6.5.1 The AHCCCS-OIG will notify the Health Plan when the investigation has concluded and of the necessary safeguarding required with relation to the confidentiality of the case.
- 6.5.2 If the AHCCCS-OIG determines that the case is not considered to be Fraud, Waste, or Abuse, the Health Plan will refer to the appropriate AHCCCS policy manuals for further action.
- 6.6 The Health Plan has a responsibility to report all situations even if the issue is identified through a delegated entity.
- 6.7 If the Health Plan is made aware that an incident of alleged Fraud, Waste or Abuse has occurred, the Health Plan will immediately report the incident by completing and submitting the reporting form available on the AHCCCS-OIG webpage.
- 6.8 The Health Plan will also report to AHCCCS-OIG any credentialing denials including, but not limited to those resulting from licensure issues, quality of care concerns, excluded providers, and those which are the result of alleged Fraud, Waste, or Abuse.

7.0 Health Plan Reporting to Medicare.

- 7.1 For instances involving Part D potential Fraud, Waste and Abuse, the Health Plan Compliance Department forwards referral to the MEDIC for further investigation and/or potential referral to law enforcement or regulatory agencies as required by law within thirty (30) days after the determination that a violation may have occurred.
- 7.1.1 If the Compliance Officer or Fraud, Waste, and Abuse Analyst does not have the resources to investigate the potential issue of Fraud, Waste, or Abuse in a timely manner, the matter will be referred to the NBI MEDIC within 30 days of the date the potential fraud or abuse is identified so that the potentially fraudulent or abusive activity does not continue.
- 7.1.2 Reports to MEDIC are done by completing the Complaint Form located here: http://www.healthintegrity.org/html/contracts/medic/case_referral.html MEDIC Complaint Form. Once this form is completed, it may be faxed to: 410-819-8698. The form, along with supporting documentation, may also be mailed to:

Health Integrity
Attn: NBI MEDIC
9240 Centreville Rd.
Easton, MD 21601-7098

Potential Fraud, Waste, or Abuse may also be called into NBI MEDIC at 1-877-7SAFERX (877-772-3379)

- 7.1.3 The Health Plan prepares a referral package that includes, to the extent available, the following:
 - 7.1.4 FDR name, all known billing and tax identification numbers, and addresses
 - 7.1.5 Type of FDR involved in the allegation and the perpetrator, if an employee of the FDR
 - 7.1.6 Type of item or service involved in the allegation
 - 7.1.7 Place of service
 - 7.1.8 Nature of the allegation(s)
 - 7.1.9 Timeframe of the allegation(s)
 - 7.1.10 Narration of the steps taken and information uncovered during the Health Plan's screening process
 - 7.1.11 Date of Part D service, drug code(s)
 - 7.1.12 Member name, member Health Insurance Claim (HIC) number, address and telephone number
 - 7.1.13 Name and telephone number of Health Plan employee, agent or contractor who received the complaint
 - 7.1.14 Contact information of the complainant, if not the member
 - 7.1.15 All documents pertaining to prior sanctions and/or compliance history and corrective actions taken, if any
- 7.2 MEDIC has the right to request additional information so the matter can be resolved. If the MEDIC requests additional information, Health Plan furnishes the requested information within 30 days, unless the MEDIC specifies otherwise or the member's health is at risk.
- 7.3 Health Plan continues to track all aspects of the case and provides updates to the MEDIC when new information regarding the matter is identified.
- 7.4 Health Plan has a responsibility to report all situations even if the issue is identified through a delegated FDR.
- 7.5 MEDIC will investigate the referrals from the Health Plan, develop the investigations and make referrals to appropriate law enforcement agencies or other outside entities when necessary.
- 7.6 If MEDIC determines a referral to be a matter related to non-compliance or mere error rather than Fraud, Waste or Abuse, it will be returned to CMS and/or the Health Plans for appropriate follow-up.
- 8.0 The Health Plan is required to research potential overpayments identified by Medicare or the OIG. If after the research is completed and actions are warranted, the Health Plan attempts to recover any overpayments identified. The Health Plan advises Medicare and/or the OIG of the actions taken and the final disposition of the potential overpayment.
- 9.0 FDR contracts contain Fraud, Waste and Abuse clauses.
- 10.0 FWA Training Requirements.
- 10.1 The Health Plan takes every opportunity to educate FDRs, FDR employees and Health Plan employees on preventing, identifying, and reporting Fraud and

Abuse and the False Claims Act as outlined in Health Plan policy & procedure CP 6019 and CP 6020.

- 10.2 All Health Plan and FDRs are required to complete the required CMS FWA training within 90 days of hire and annually thereafter.
- 10.3 All Health Plan employees are required to complete the required CMS FWA training within 60 days of hire and annually thereafter.
- 10.4 Health Plan Employees will complete FWA training through web-based training on the Banner Learning System.
- 10.4.1 Records of training completion will be maintained for 10 years.
- 10.5 FDRs contracted with the Medicare Program will complete training using the CMS provided FWA training available through the Medicare Learning Network, or download, view or print the content of the CMS standardized training modules from the CMS website to incorporate the training into their organization's existing compliance training materials/systems.
- 10.5.1 FDRs are to maintain training records for 10 years.
- 10.6 FDRs contracted with AHCCCS will complete training/education through their receipt of the Provider Manual and the Compliance Guide for Business Partners.
- 10.6.1 Additional FWA and Compliance training will be provided to AHCCCS contracted providers through Provider Education meetings organized by Network Development.
- 10.6.2 Network Development will track receipt of manuals and provider education and maintain records for 10 years.
- 10.7 Health Plan members are to be educated on FWA including, but not limited to member newsletters, the Member Handbook, Claims verification, annual distribution of the Notice of Privacy Practice, and other member outreach and education efforts.

PERFORMANCE AND OUTCOME MEASURES

- 1.0 100% of suspected Fraud, Waste and Abuse allegations will be properly reported, investigated, documented and tracked.

REFERENCES

- 1.0 Medicare.gov website - Forms, Help & Resources/Report Fraud and Abuse
- 2.0 A.R.S. Title 36, Chapter 29, Article 1, 36-2918.01
- 3.0 42 C.F.R. 455.2
- 4.0 Chapter 9 Prescription Drug Benefit Manual, Chapter 21 Medicare Managed Care Manual, Section 50.3.2
- 5.0 AHCCCS Contractor Operations Manual - Chapter 100; 103 Fraud and Abuse Policy
- 6.0 AHCCCS Contractor Operations Manual - Chapter 400; 424 Verification of Receipt of Paid Services Policy
- 7.0 AHCCCS Acute Care Contract; Paragraph 62 - Corporate Compliance

ASSOCIATED POLICIES AND PROCEDURES

- 1.0 Health Plan Policy – ND 6003 Provider Notification and Communication Methods
- 2.0 Health Plan Policy – ND 6002 New Provider Orientation
- 3.0 Health Plan Policy – ND 1112 A; Provider Office Visits
- 4.0 Health Plan Policy – CP 6227 Monitoring and Auditing
- 5.0 Health Plan Policy – CP 6019; FWA FDR Awareness
- 6.0 Health Plan Policy – CP 6020; FWA Employee Awareness
- 7.0 Desktop Procedure, Reporting to Medicare

ATTACHMENTS

N/A