

Negative Balance Reports Guide



PROVIDER RELATIONS

Provider Guide: Negative Balance Reports

QUICK REFERENCES

WHAT IS A NEGATIVE BALANCE?

A negative balance occurs when a provider was due a monetary payment, but the provider owes Iowa Total Care (ITC) money **either** on the same EOP or prior EOP.

- Some of the payment or the entire payment the provider expected to receive will be used to offset the negative balance.
- Claims submitted by the provider will be used to offset the negative balance until it is satisfied.

WHAT CAUSES A NEGATIVE BALANCE?

- Claims adjustments
- Recoupment Projects
- Voided Claims

NEGATIVE BALANCE OFFSET METHODOLOGY

Future clean claims that are processed under the same TIN and Payee Affiliation (an internal provider identification number, aka Payee ID) are used to offset against a negative balance.

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How to Read a Negative Balance Report

Below is an example of an Explanation of Payment from Payspan and a Negative Balance Report.

Explanation of Payment from Payspan:

The Tax ID will be displayed on the first page of the Explanation of Payment.

EXPLANATION OF PAYMENT
iowa Total Care
 1080 Jordan Creek Parkway, Ste. 100 S
 West Des Moines, IA 50266
 1-833-404-1061 TTY:711

Payment Date: 6/24/2022
 Payment #:
 Payment Amt: \$0.00

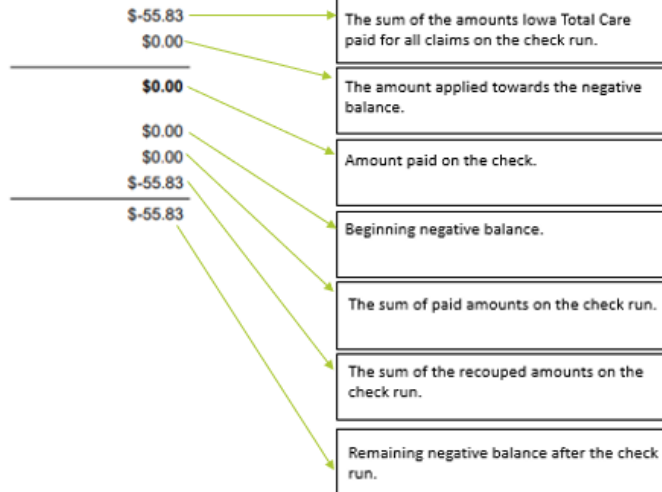
PROVIDER NAME:

Payee ID: PXXXXXXXXX

Claims Paid this Check Run:
 Claims paid offset against negative balance:

EFT/Check Amount:

 Beginning negative balance:
 Claims paid offsetting negative balance:
 Claims paid increasing negative balance:
 Ending negative balance:



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Negative Balance Report Example:

For illustration purposes, there are three sections to review on the Negative Balance Report.

Top of Negative Balance Report:

- Payable Number:** When a negative balance is generated (either by claims on a respective EOP resulting in a net negative balance or manually applied to provider's account related to repayment on an advance), a payable number is created, and the net negative balance is applied to the provider's account for that respective Payee Number. The negative balances are then offset against future clean claims.
- Payee ID:** This is an internal provider identification number. The Providers assigned Affiliation Number is located on the Explanation of Payment.
- Original Balance:** Total of amount being recouped. This is the beginning negative balance prior to any offsets.
- Current Balance:** This is the amount left the provider still owes from the Original Balance.

1 Payable Number 009XXXXXXXX		2 Payee ID P PXXXXXXXXXXXX		3 Original Balance -55.83		4 Current Balance 0			
Recoupment Date	Claim Number	Service Date	Original Paid Date	Partient Control Number	Take Back	Payout	Net Adjustment	Paid Portion	Service Unit Count
6/24/2022	U034IAE11546	1/8/2021	2/9/2021	128560-CL-00043-1	(55.83)	0.00	(55.83)	0.00	(1.00)
6/24/2022	Total				(55.83)	0.00	(55.83)	0.00	(1.00)
7/13/2022	V187IAE15632	6/2/2022	7/13/2022	139187-CL-00002-1	0.00	55.83	55.83	0.00	1.00
7/13/2022	Total				0.00	55.83	55.83	0.00	1.00
Total					(55.83)	55.83	0.00	0.00	0.00

First Set of Lines:

These are claims that were part of an adjustment or a recoupment project that the Provider owes back to Iowa Total Care.

- Recoupment Date:** Matches date on the EOP. The date the negative balance was created for that claim(s).
- Take Back Column:** This is the amount that ITC recouped from the respective claim. These amounts (in parenthesis) are the amounts that were originally paid for on that claim number line.
- Net Adjustment Column:** This is amount that is being recouped. (Take Back Amount + Payout Amount)
- Total Line for the Net Adjustment:** This is the total amount being recouped.

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Payable Number		Payee ID		Original Balance		Current Balance			
009XXXXXXXXX		P PXXXXXXXXXXXX		-55.83		0			
Recoupment Date	Claim Number	Service Date	Original Paid Date	Partient Control Number	Take Back	Payout	Net Adjustment	Paid Portion	Service Unit Count
6/24/2022	1 U034IAE11546	1/8/2021	2/9/2021	128560-CL-00043-1	2 (55.83)	0.00	3 (55.83)	0.00	(1.00)
6/24/2022	4 Total				(55.83)	0.00	(55.83)	0.00	(1.00)
7/13/2022	V187IAE15632	6/2/2022	7/13/2022	139187-CL-00002-1	0.00	55.83	55.83	0.00	1.00
7/13/2022	Total				0.00	55.83	55.83	0.00	1.00
Total					(55.83)	55.83	0.00	0.00	0.00

Second Set of Lines:

These are claims that have been used to recoup the amount owed. The Payout amount is the portion of that claim that will be paid towards the Original Negative Balance.

- Recoupment Date:** Matches date on the EOP.
- Payout Column:** This is the actual amount that is being paid out for that claim. These are clean claims that ITC offset against negative balance. No cash was paid to provider for these claims rather they were offset against negative balances.
- Net Adjustment Column:** This is amount that is being recouped. (Take Back Amount + Payout Amount)
- Total Line:** This may show if the negative balance has been satisfied or if there is still an amount due.
- The Paid Portion Column:** This is the amount of the claim that was actually paid to the Provider. If only a portion of the claim payment was used to offset against a negative balance, the remaining amount would be reflected in this column. (If the provider has multiple negative balances the remaining amount could be used to offset the other negative balances.)



The Claims used to Recoup the Negative Balance may be used in their entirety, or a portion of the claims could be used.

Payable Number		Payee ID		Original Balance		Current Balance			
009XXXXXXXXX		P PXXXXXXXXXXXX		-55.83		0			
Recoupment Date	Claim Number	Service Date	Original Paid Date	Partient Control Number	Take Back	Payout	Net Adjustment	Paid Portion	Service Unit Count
6/24/2022	U034IAE11546	1/8/2021	2/9/2021	128560-CL-00043-1	(55.83)	0.00	(55.83)	0.00	(1.00)
6/24/2022	Total				(55.83)	0.00	(55.83)	0.00	(1.00)
7/13/2022	1 V187IAE15632	6/2/2022	7/13/2022	139187-CL-00002-1	0.00	2 55.83	3 55.83	5 0.00	1.00
7/13/2022	Total				0.00	55.83	55.83	0.00	1.00
Total	4				(55.83)	55.83	0.00	0.00	0.00