



CHARLIE CRIST  
GOVERNOR

ANDREW C. AGWUNOBI, M.D.  
SECRETARY

April 4, 2007

Dear Nursing Home Provider:

This letter is a reminder of the importance for a nursing home claim to accurately reflect patient responsibility each month per 59G-4.200 Florida Administrative Code. The Department of Children and Families (DCF) district staff calculates and notifies the nursing home in writing regarding the correct amount of the patient responsibility through a "Notice of Case Action." The facility must have this notice on file before the facility submits the first claim on the Institutional 021 claim form and the facility must use the patient responsibility amount on this notice.

When there is a change in the amount of patient responsibility:

1. DCF notifies the nursing home with a "Notice of Case Action" and
2. The nursing home must submit an adjusted turn-around document to reflect the new amount of patient responsibility.

When the amount of patient responsibility on a paid claim is less than the actual amount of patient responsibility, the nursing home is subject to recoupment based on the difference between the two amounts. When a facility is notified of a change in the amount of patient responsibility for a prior month, the facility must submit an adjusted claim for any paid claim with the incorrect amount of patient responsibility. Any "Notice of Case Action" is to be kept on file and readily accessible.

We appreciate your continued support of the Florida Medicaid Program.

Sincerely,

Thomas W. Arnold  
Deputy Secretary for Medicaid

TWA/sr