

# Fraud Allegation Preliminary Investigation Report

MCO: \_\_\_\_\_  
 Prepared by \_\_\_\_\_  
 Date of report: \_\_\_\_\_

The case is related to: \_\_\_\_ Provider \_\_\_\_ Beneficiary

## PROVIDER INFORMATION

Name:			Provider Type:
Provider Specialty:			NPI:
		Address:	
City:	State:		Zip:

## BENEFICIARY OR OTHER

Name:		MPI:
Address:		
City:	State:	Zip:

## SUMMARY

The goal is to give the reader a brief overview of the entire case. Three or four clear and concise sentences summarizing the case; two paragraphs at most.

Key question:

- Why are you investigating the provider/beneficiary? ( Source of referral)
- What are the allegations – what are your concerns?
- How much money is potentially involved?

## PLAN OF ACTION

List the next steps you feel are appropriate for the case. Be specific: what period of claims/records would you request, what are you looking for? Who are you interviewing, and why etc. It may include:

- Record requests
- Run reports
- Evaluate data
- Interviews
- Background research

## ANALYSIS OF CASE

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Organize, review and identify potential issues based on the documents or information available.

You should describe in this section what tasks you performed, what proof you have. Provide enough details so that the reader understands the issues.

- Demonstrate analysis
- Be specific – **What** patterns are you seeing? **Why** are you concern?
- List only facts
- Never list opinion, speculate or overstate facts
- Organize the information
  - Use headings, bullets, tables, graphs or charts to show important data
  - Only use graphs, charts etc. that has a specific purpose (**Why** is the data important? **What** points are you making?)
  - Present the information in a chronological order and by topic as applicable

## FINDINGS

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Describe in this section your findings. The information shall be presented chronologically or by topic. Include an estimate of dollars involved or overpayment amount identified during the investigation

Example:

Based upon the documents reviewed, information collected, interviews conducting during the investigation, we have the following findings:

- There is no documentation for the services billed on 15 of 20 cases reviewed.
- The amount of money involved in those 15 cases is \$23,450.

## CONCLUSION AND RECOMMENDATIONS

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Write a conclusion based on the analysis of the available information. If you make recommendations, you should state what follow-up action is necessary or suggested.

## END OF REPORT