

Please complete the following information and send it with the Full Investigation Final Report to the Anti-Fraud Unit at the Compliance Office of ASES.

MCO:			Region:	
Submitted by:			Title:	
E-mail:		Date:	Phone:	
Subject investigated: _____ Provider _____ Beneficiary _____ Other				
<b>1. Provider Information</b>				
Name:			GHP Region:	
NPI:		Specialty:		
Telephone:		Fax:		
<b>2. Beneficiary or Other Subject Information</b>				
Name:		MPI:		Phone:
Address:				
<b>3. Reason(s) for this investigation:</b>				
<input type="checkbox"/>	Billing for Unnecessary Service(s)	<input type="checkbox"/>	Solicitation, bribe, kickback, rebate	<input type="checkbox"/> Identity Theft / Use of Stolen Card
<input type="checkbox"/>	Billing for Service(s) not rendered	<input type="checkbox"/>	Overutilization or Unbelievable Services	<input type="checkbox"/> Other (specify)
<input type="checkbox"/>	Upcoding or Misrepresentation	<input type="checkbox"/>	Falsification of documentation	<input type="checkbox"/>
<input type="checkbox"/>	Unbundling	<input type="checkbox"/>	Selling prescribed medication	<input type="checkbox"/>
Full investigation Completed Date:		Overpayment identified ____ YES ____ NO		Amount: \$
<b>4. MCO Recommendation: (Check all that apply)</b>				
<input type="checkbox"/>	Payment Suspension	<input type="checkbox"/>	Referral to the Professional Association	
<input type="checkbox"/>	Overpayment recoupment	<input type="checkbox"/>	Contract termination	
<input type="checkbox"/>	Referral to the OIG and/or other law enforcement agency	<input type="checkbox"/>	Other (Specify)	

## SUMMARY

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

## PLAN OF ACTION

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List the steps you took during the investigation. Be specific: what period of claims/records were involved, what were you looking for, who was interviewed and why, etc. It may include:

- Record requests
- Reports generated
- Data Evaluated
- Interviews
- Background research

## ANALYSIS OF CASE

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

You should describe in this section what tasks you performed and what proof you have. Provide enough details so that the reader understands the potential FWA issues or the reasons to conclude that no potential FWA was identified.

- Demonstrate analysis
- Be specific – **What** patterns were you seeing? **Why** were 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, if applicable.

Example:

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

- There is no documentation for the services billed on 25 of 50 cases reviewed.
- The amount of money involved in those 25 cases is \$43,254.00

## 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**