

CERT OR PROBE

Step

- 1 Make a copy of each document (2) one for CMS one for SOM-OCCL. (medical record)
- 2 Upon Compliance/Legal approval send to carrier as instructed **within the time frame identified**
- 3 Have a CPC review the records and IDX (regenerate the claim) for any errors or issues. Document these findings
- 4 Create a spreadsheet with the following information:
MR# / Patient Name / DOS / CPT Billed / Billing Provider / Supported CPT / Findings(H-E-MDM) / Comments
- 5 If a problem is identified immediately stop billing for the service by this provider.
- 6 Train the provider to solve further problems.
- 7 Produce a report identifying the utilization by count and amount by carrier.
- 8 Follow up by documenting the entire process and schedule retraining and systemic follow up is necessary.

Notes

Novitas-Solutions recommends that in the event of a CERT, the physician should review the records and, if paper, transcribe if there are questions of legibility. Also, they recommend sending all relevant additional paperwork, including labs that were reviewed, x-rays, etc., not just the simple office note.