

Tab Runs/Cost Audit Reports

Purpose

The purpose of this PowerPoint is to provide an overview on the tab run process for Hospitals, Residential Treatment Centers, Federally Qualified Health Centers, Hospices, Rural Clinics, and Home Health providers.

Objectives

We will review the following areas as it pertains to Tab Runs and Cost Audit Reports:

- Regular Tab Run Process
- Reports Produced from a Request
- Tab Run Request Process and Form
- Retrieving Your Reports
- Resources

Regular Tab Run Process

Regular Tab Run Process

Paid Claims Reports also known as Tab Runs, are used to complete annual cost audits and are produced for all hospitals, residential treatment providers, FQHC's, hospice providers, rural clinics, home health providers, and hospital-based rural clinics.

Regular Tab Runs are processed at the end of each month. Providers whose fiscal year end is either one month prior, or three months prior, to the run are included. The subsequent Tab Run reports are posted on the New Mexico Medicaid Web Portal in PDF files.

Reports Produced From A Request

Reports Produced From A Request

A Summary selection will produce the following reports:

- RC720: Medicaid Paid Claims Financial Summary
- RC730: Medicaid Paid Claims Requested Period Summary
- RC740: Medicaid Paid Claims Requested Period Services Rendered Summary
- RC750: Medicaid Paid Claims Requested Period Grand Total

A Detail selection will produce all of the reports included above for Summary, PLUS the following reports:

- RC760: Medicaid Paid Claims Requested Period Detail
- RC770: Medicaid Paid Claims Requested Period Services Rendered Detail

Regardless of which selection is made, if there is TPL data, the request will also generate the following report:

- RC765: Medicaid Paid Claims TPL Detail

Tab Run Request Process and Form

Utilizing the On-Request Form

A new Tab Run/Cost Audit Request form is available for you to use.

Complete the Tab Run/ Cost Audit Request Form that is located on the NM Medicaid Web Portal (<https://nmmedicaid.portal.conduent.com/static/Docs/MedicaidPubs/Tab%20Run-Cost%20Audit%20Request%20Form.docx>) and submit to:


ABQOPS@Conduent.com.

The form is a Microsoft Word document. A copy of the form will appear on the next slide.

Tab Run/Cost Audit Request Form

Under the Forms section, click on the *Tab Run / Cost Audit Request Form*, to access the form:

<https://nmmedicaid.portal.conduent.com/static/ProviderInformation.htm#FormsPubs>



Tab Run/Cost Audit Request

This form should be used to request Tab Run/Cost Audit reports from Xerox. (NOTE: You need to Enable Macros/ActiveX for this form to work correctly. If you have this functionality disabled, a Security Warning bar will appear above.)

Please fill in the following information and submit your request via email to ABQOPS@Conduent.com. Once your request has been processed, the Tab Run/Cost Audit reports will be available in [.pdf files](#) on the WEB.

If you have any questions, please send an email to the address identified above.

Required Information for Request		
Requestor		
Please enter your Medicaid ID: <input type="text" value="Enter ID"/>		
Type of Reports Requested		
<input checked="" type="radio"/> Summary Reports <input type="radio"/> Detail Reports		
Service Date Range		
From Date: <input type="text" value="Click to enter a date"/>	To Date: <input type="text" value="Click to enter a date"/>	
Paid Date Range		
From Date: <input type="text" value="Click to enter a date"/>	To Date: <input type="text" value="Click to enter a date"/>	
Requested ID(s)		
Please list the Medicaid ID(s) of the provider(s) for whom you want Tab Run/Cost Audit Reports:		
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Tab Run Request Process

If you are unable to use the form, you may send all of the required information in an email. The required information includes:

- a. Requestor ID – this is the Medicaid ID of the person making the request
- b. Requested Provider ID – this is the Medicaid ID of the provider(s) that will appear on the reports
- c. (In most cases, a & b will be the same provider ID)
- d. Selection of Summary or Detail – identification of the type of reports being requested (see break out of reports below)
- e. Service Period From & To Dates – these dates indicate which claims to include based on dates of service
- f. Pay Period From & To Dates – these dates indicate which claims to include based on paid dates

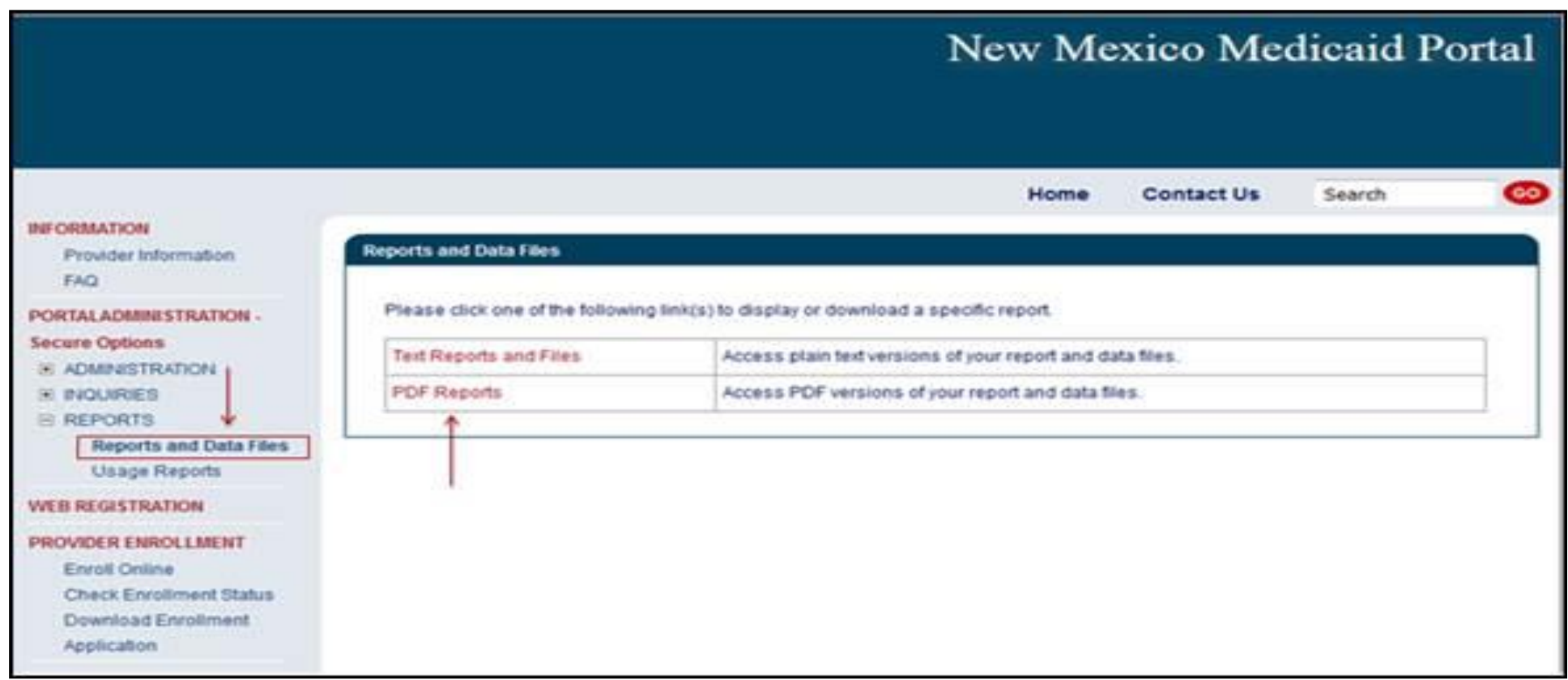
Please note that providers who need Tab Runs/Cost Audit Reports outside the regular reporting schedule can make a request by sending the required information in an email to ABQOPS@Conduent.com.

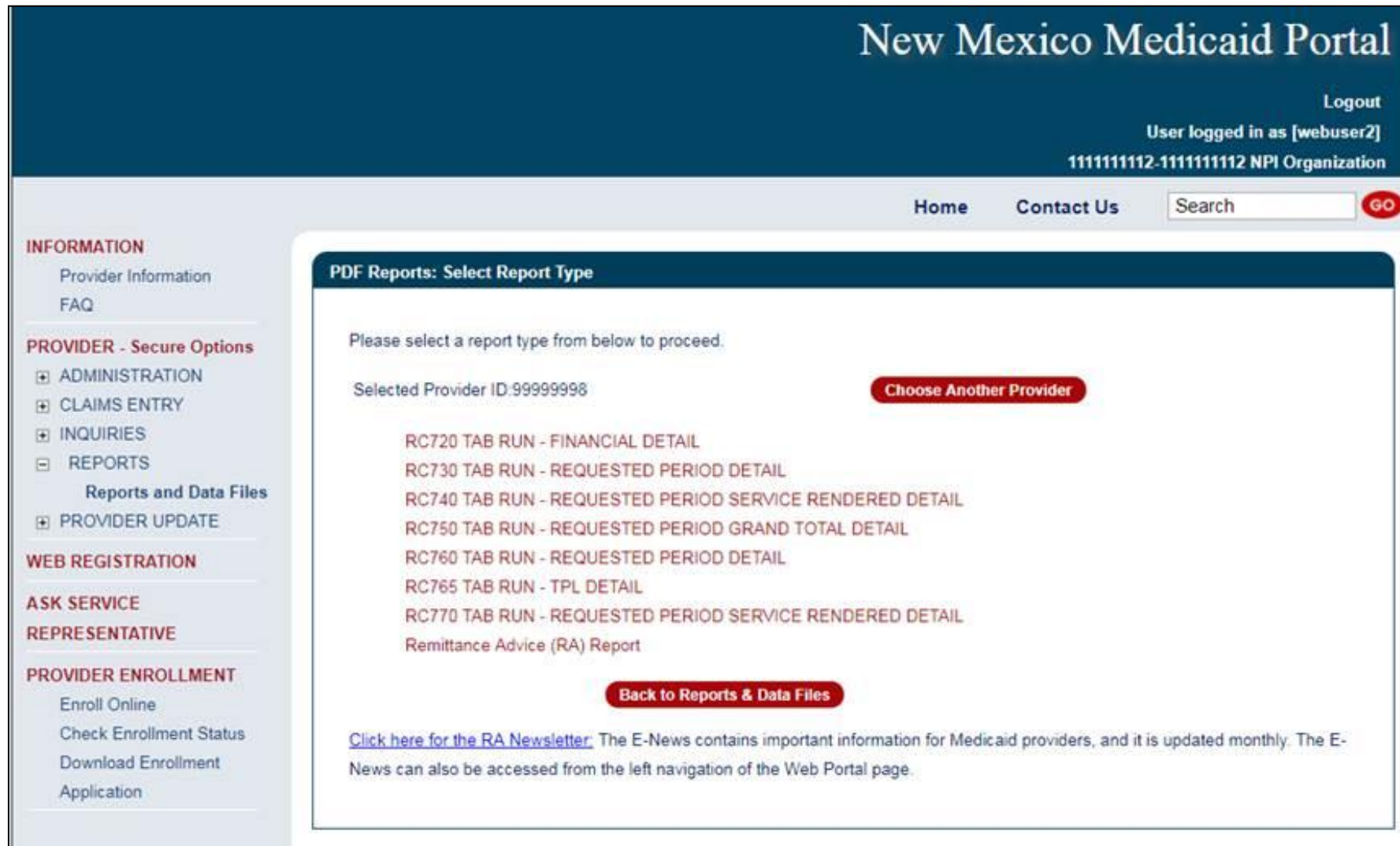
Retrieving Your Reports

Retrieving Your Reports

Once your request has been submitted, the Tab Run/Cost Audit reports will be available in .pdf files on the NM Medicaid Web Portal within two (2) business days.

To retrieve your reports, log on to the web portal and select **Reports** on the left hand navigation bar. Then select **Reports and Data Files**. Then select **PDF Reports**.





The screenshot shows the 'New Mexico Medicaid Portal' interface. At the top right, it indicates the user is logged in as 'webuser2' for the organization '111111112-111111112 NPI Organization'. The main content area is titled 'PDF Reports: Select Report Type' and prompts the user to select a report type. A 'Selected Provider ID: 99999998' is shown with a 'Choose Another Provider' button. A list of report types is provided, including RC720 through RC770 and Remittance Advice (RA) Report. A 'Back to Reports & Data Files' button is located below the list. A link to the RA Newsletter is also present at the bottom of the main content area.

- Your Tab Runs will be listed with your other reports.
- The website will retain up to six (6) iterations of these reports.

New Mexico Medicaid Resources

- New Mexico Medicaid Online
 - Provider Information
 - Provider Login Screen Notices
 - Provider E-News Newsletters
- Medicaid Provider Relations Call Center
- Provider Communication Updates
- Provider Field Representative
- Provider Webinars
- Open Forums and Live Training Sessions

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New Mexico Medicaid Resources *Continued*

New Mexico Medicaid Portal – <https://nmmedicaid.portal.conduent.com/static/index.htm>

Claim Inquiries, Eligibility Verification, Electronic Claim Submission, Provider Manuals, E-News

NM Human Services Department – <http://www.hsd.state.nm.us/mad/>

Supplements, Memos, Provider Billing Packets and Policy

Medical Assistance Division – PE Program Staff – HSD.PEDeterminers@state.nm.us

Assistance with PE Applications, PE Determinations, MAD 070, PE Training, PE Certification

Consolidated Customer Service Center (CCSC) Helpdesk – (800) 299 - 7304.

Claim Status, Eligibility, Prior Authorization, Medicaid Updates

Consolidated Customer Service Center (CCSC) Helpdesk – NM.Providers@state.nm.us

Claim research assistance, general Medicaid inquiries, Provider Enrollment Applications, Forms & Instructions

HIPAA Helpdesk – HIPAA.desknm@state.nm.us

Assistance on NM Web Portal, EDI inquiries, and Online Claim Submission with DDE (Direct Data Entry)

Consolidated Customer Service Center (CCSC) Helpdesk – (800) 283-4465

Eligibility inquiries, Fee-for-Service Replacement Medicaid Identification Card, Enroll or change a Managed Care Organization and Eligibility application status

Medical Assistance Division, Program Rules – <http://www.hsd.state.nm.us/providers/rules-nm-administrative-code-.aspx>

NMAC for Programs administered by the Medical Assistance Division

Yes New Mexico - <https://www.yes.state.nm.us/yesnm/home/index>

Apply, check, update, or renew Medical Assistance (Medicaid) benefits

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