

	Title: Encounter Data Audit	Version: 2
	Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

Purpose: To establish Dental Care Organization’s (DCO’s) policy on submission of encounter data.

Responsibility: Quality Improvement (QI)/Utilization Review (UR) Committee

Scope: Advantage Dental Services, LLC

Definitions: n/a

Forms: n/a

References: 42 CFR 438.242; OAR 410-141-3180

Policy:

The following procedure will define how encounter data will be audited by the provider’s office:

1. A claims remittance report will be sent with detailed encounter data information on a weekly basis. These reports will show the claims that the DCO processed that week. The report will show the enrollee’s name and ID, the date of service, the amount billed, and the allowed amount.
2. If a provider would like to review this report electronically, it is also located on the Advantage Secure Website under the Claims section; titled Claims Lookup. This report can be accessed by the provider using their login and password. A provider can review their encounter data on this site by the date of service on the claim or by the date the DCO paid\processed the claim. (see Advantage’s Secure Website **instructions** for further information)
3. Encounter data is what providers report to the DCO. This is the DCO’s allowable fees for the procedures that have been done under the Oregon Health Plan.
4. It is important that the claims data submitted to the DCO matches the enrollee’s chart.
5. If a provider’s claims remittance report shows a discrepancy, they will need to re-bill any claims that should have been received during the time period of the report to the DCO.

Approvals:

Date: 03/22/2018

Approved by:

Lorena Reinhart (Executive Assistant), Executive Assistant, Operations

Reviewed and Revised

06/14/2012	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
05/02/2014	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio

This document is the property of and for the exclusive use of Advantage Community Holding Company, LLC and its subsidiaries and affiliates. Any reproduction or use without the express permission of Advantage Community Holding Company, LLC or its subsidiaries or affiliates is prohibited. Please see the official Advantage policy and procedure database for current version as any printed version may not be the most current version.



Title: Encounter Data Audit	Version: 2
Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

02/23/2015	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
02/23/2016	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Jeff Dover
02/14/2017	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
03/17/2017	QI/UR Committee			
03/12/2018	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Rose Novak