Institutional Compliance Program
Texas Tech University Health Sciences Center School of Medicine

Policy on Queries Directed to CMS  1.4

Date:  March 14, 2001              Revised:  September 2002

Purpose:

On occasions, in the course of implementing compliance standards, it becomes necessary to direct queries to the Centers for Medicare/Medicaid Services (formerly known as the Health Care Finance Administration). This policy explains how such queries are handled and by whom, to the end that answers and clarifications can be properly disseminated to all involved parties.

Policy:

It is TTUHSC’s policy that any questions related to documentation and/or reimbursement in an academic setting being asked of the Centers for Medicare/Medicaid (CMS) are to be submitted through the Institutional Compliance Office. This policy procedure does not apply to those questions typically submitted by the billing offices to the carrier for billing process inquiries. This policy applies to all TTUHSC employees.

Procedure:

1. Any question related to the interpretation and implementation of the Medicare Part B Regulations for Teaching Physicians or the Institutional Compliance Plan is to be directed to the campus Regional Compliance Officer or designee or directly to the Compliance Office in Lubbock. Any TTUHSC employee may initiate questions.
2. Questions that cannot be answered at the campus level will be forwarded to the Institutional Compliance Office by the Regional Compliance Officer, or designee.
3. Upon receipt of an answer (verbal or written), a memo will be generated to the regional campus documenting the response and including a copy of the written answer as applicable.
4. The campus Regional Compliance Officer, or designee, will disseminate responses as deemed appropriate or as directed by the Institutional Compliance Officer.