December 24, 2003

TO: All Local Educational Consortium (LECs) and Local Governmental Agency (LGAs) Coordinators for Medi-Cal Administrative Activities (MAA)

SUBJECT: LEC/LGA MAA PROCEDURE CHANGE FOR REVISED INVOICES WITH A CREDIT BALANCE

This Policy and Procedure Letter (PPL) notifies all LECs and LGAs participating in the MAA program about new requirements when submitting to the Department of Health Services (DHS) MAA invoices that have a credit balance. This procedure is for revisions to MAA invoices that have been paid. Instructions have not changed for revising unpaid invoices: see the MAA Provider Manual.

To correct a MAA invoice that has a credit balance, submit:

- A cover letter explaining why the invoice revision was necessary,
- The MAA Summary for Revised Invoice (effective September 2003),
- A copy of the incorrect, previously submitted MAA Detail and Summary Invoices, including all of the required supporting documentation that was originally submitted to DHS,
- A copy of the correct revised MAA Detail and Summary invoices, including all of the required supporting documentation,
- A MAA Revised Invoice Credit Form, and
- A warrant in the amount of the credit balance, if any, made payable to “California Department of Health Services.”

Attached to this PPL is the MAA Revised Invoice Credit Form. This form and the invoice templates are available on the MAA website at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa).
This policy change is effective immediately for all LECs and LGAs participating in the MAA program. For those revised MAA invoices that have a credit balance and that were submitted previous to this PPL, DHS staff will contact the MAA Coordinators if a credit warrant is required.

If you have any questions, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original Signed By

Mary Lamar-Wiley
Acting Chief
Medi-Cal Benefits Branch

Enclosure

cc:  Ms. Susan Ruiz
     Health Insurance Specialist
     Centers for Medicare & Medicaid Services
     75 Hawthorne Street, Fifth Floor
     San Francisco, CA  94105

     Mr. Brian Burdullis, Accountant
     Division of Medicaid and Children’s Health
     Centers for Medicare & Medicaid Services
     801 I Street, Room 210
     Sacramento, CA  95814

     Ms. Cathleen Gentry
     MAA/TCM Consultant
     Local Governmental Agency
     455 Pine Avenue
     Half Moon Bay, CA  94109