

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-08 Medicare Program Integrity	Centers for Medicare & Medicaid Services (CMS)
Transmittal 517	Date: May 16, 2014
	Change Request 8636

SUBJECT: Update to Surety Bond Collection Procedures

I. SUMMARY OF CHANGES: The purpose of this change request (CR) is to incorporate new procedures in CMS Publication 100-08, chapter 15, sections 15.21.7.1 and 15.21.7.1.1 so as to streamline the surety bond collection process.

EFFECTIVE DATE: June 17, 2014

**Unless otherwise specified, the effective date is the date of service.*

IMPLEMENTATION DATE: June 17, 2014

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-*Only One Per Row.*

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
R	15/Table of Contents
R	15/21/7.1/Claims against Surety Bonds
R	15/21/7.1.1/Model Letters for Claims against Surety Bonds

III. FUNDING:

For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC statement of Work. The contractor is not obliged to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

**Business Requirements
Manual Instructions**

Attachment - Business Requirements

Pub. 100-08	Transmittal: 517	Date: May 16, 2014	Change Request: 8636
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SUBJECT: Update to Surety Bond Collection Procedures

EFFECTIVE DATE: June 17, 2014

**Unless otherwise specified, the effective date is the date of service.*

IMPLEMENTATION DATE: June 17, 2014

I. GENERAL INFORMATION

A. Background: The purpose of this change request (CR) is to revise CMS Pub. 100-08, chapter 15, sections 15.21.7.1 and 15.21.7.1.1 to include new procedures that streamline the surety bond collection process.

B. Policy: This CR updates CMS Pub. 100-08, chapter 15, sections 15.21.7.1 and 15.21.7.1.1 to include new procedures designed to streamline the surety bond collection process.

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	Shared- System Maintainers				Other	
		A	B	H H H		F I S S	M C S	V M S	C W F		
8636.1	If: (a) 45 days have passed since the initial demand letter was sent to the DMEPOS supplier, (b) full payment has not been received, and (c) the supplier has a surety bond (and subject to situations (1) through (5) in section 15.21.7.1(b)), the contractor shall send an "Intent to Refer" (ITR) letter to the supplier and a copy thereof to the supplier's surety.				X						
8636.1.1	The letter and copy referred to in business requirement 8636.1 shall be sent (a) on the same date and (b) no earlier than the 45th day and no later than the 60th day after the initial demand letter was sent.				X						
8636.2	If the contractor does not receive full payment from the supplier within 30 days of sending the ITR letter (and subject to situations (1) through (5) in section 15.21.7.1(b)), the contractor shall notify the surety via letter that in accordance with 42 CFR §424.57(d)(5)(i)(A), payment of the claim must be made to CMS within 45 days from the date of the surety letter. (The DME MAC shall send a copy of the surety letter to the supplier on the same date.)				X						

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared- System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
8636.2.1	The contractor shall send the surety letter no earlier than 30 days and no later than 75 days after sending the ITR letter ,depending on the scenarios described in situations (1) through (5) in section 15.21.7.1(b).				X					
8636.3	The contractor shall include the date the DMEPOS service was performed in its letter to the surety, but shall not include any personally identifiable information that is protected under the Privacy Act.				X					
8636.4	Between 8 and 12 calendar days after sending the surety letter, the contractor shall contact the surety by telephone or e-mail to determine whether the surety received the letter.				X					
8636.4.1	If the surety indicates that it did not receive the letter, the contractor shall immediately fax or e-mail a copy of the letter to the surety.				X					
8636.4.2	The contractor shall document any attempt to contact the surety by telephone and the content of any conversations that occur with the surety.				X					
8636.5	For unpaid claim situations, if the surety fails to make full payment within the 45-day timeframe, the contractor shall (1) continue collection efforts as outlined in Pub. 100-06, chapter 4, and (2) notify the appropriate Center for Program Integrity (CPI) liaison via e-mail of the failure to make payment.				X					
8636.5.1	For assessments and civil monetary penalties, if the surety fails to make full payment within the 45-day timeframe, the contractor shall (1) continue collection efforts as outlined in Pub. 100-06, chapter 4, and (2) notify the appropriate CPI liaison and the applicable Regional Office (RO) via e-mail of the failure to make payment.				X					
8636.6	The contractor shall compile a report on a quarterly basis in the format prescribed in existing CMS directives; the report shall capture the following elements: (1) number of account receivables (debts) reviewed for possible surety bond letter development, (2) number of debts sent to the surety for recovery, (3) amount recovered via the surety				X					

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
	collection process, (4) amount paid by the supplier after the surety collection process was initiated, and (5) names of suppliers and National Supplier Clearinghouse numbers for which letters were sent to the surety and/or surety bond recoveries were received.									
8636.6.1	The reports referred to in business requirement 8636.6 shall be submitted to the Provider Enrollment Operations Group through the MAC COR by the 10th day of the month following the end of the reporting quarter; information on surety collections shall be reported once for each demand letter (and only when the collection process has been fully completed for that specific identified overpayment, which may be comprised of multiple claims).				X					

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility					
		A/B MAC			D M E M A C	C E D I	
		A	B	H H H			
8636.7	MLN Article: A provider education article related to this instruction will be available at http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/ shortly after the CR is released. You will receive notification of the article release via the established "MLN Matters" listserv. Contractors shall post this article, or a direct link to this article, on their Web sites and include information about it in a listserv message within one week of the availability of the provider education article. In addition, the provider education article shall be included in the contractor's next regularly scheduled bulletin. Contractors are free to supplement MLN Matters articles with localized information that would benefit their provider community in billing and administering the Medicare program correctly.				X		

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:
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Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Frank Whelan, 410-786-1302 or frank.whelan@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 0

Medicare Program Integrity Manual

Chapter 15 - Medicare Enrollment

Table of Contents *(Rev.517, Issued: 05-16-14)*

15.21.7.1 – Claims *a*gainst Surety Bonds

15.21.7.1 – Claims *against Surety Bonds*

(Rev. 517, Issued: 05-16-14, Effective: 06-17-14, Implementation: 06- 17-14)

Pursuant to 42 CFR §424.57(d)(5)(i), the surety must pay CMS - within 30 days of receiving written notice to do so - the following amounts up to the full penal sum of the bond:

- (1) The amount of any unpaid claim, plus accrued interest, for which the supplier of durable medical equipment, prosthetics, orthotics and supplies (DMEPOS) is responsible.
- (2) The amount of any unpaid claim, civil monetary penalty (CMP) or assessment imposed by CMS or the Office of Inspector General (OIG) on the DMEPOS supplier, plus accrued interest.

This section 15.21.7.1 describes the procedures involved in making a claim against a surety bond.

A. Unpaid Claims

1. Background

For purposes of the surety bond requirement, 42 CFR §424.57(a) defines an “unpaid claim” as an overpayment (including accrued interest, as applicable) made by the Medicare program to the DMEPOS supplier for which the supplier is responsible.

A surety is liable for any overpayments incurred during the term of the surety bond. This includes overpayment determinations made on or after the surety bond effective date. These overpayment determinations can relate to payments made on or after March 3, 2009. Thus, the policies in this section 15.21.7.1(A) only apply to overpayment determinations that relate to *services performed* on or after March 3, 2009.

2. Collection

a. Delinquency Period

If the Durable Medical Equipment Medicare Administrative Contractor (DME MAC) determines – in accordance with CMS’s existing procedures for making overpayment determinations - that (1) the DMEPOS supplier has an unpaid claim for which it is liable, and (2) no waiver of recovery under the provisions of Section 1870 of the Social Security Act is warranted, the DME MAC shall attempt to recover the overpayment in accordance with the instructions in CMS Pub. 100-06, Chapter 4.

If *45* days have passed since the initial demand letter was sent to the DMEPOS supplier and *full* payment has not been received, the DME MAC shall attempt to recover the overpayment via the surety bond collection process. The DME MAC shall review the “List of Bonded Suppliers” the last week of each month to determine which suppliers that *have exceeded this 45-day period* have a surety bond. Said *list*:

- Will be electronically sent to the DME MACs by the Provider Enrollment Operations Group on a monthly basis.
- Will be in the form of an Excel spreadsheet.
- Will contain the supplier’s legal business name, tax identification number, National Provider Identifier, surety bond amount and other pertinent information.

If the supplier does not have a surety bond (i.e., is exempt from the surety bond requirement), the DME MAC shall continue to follow the instructions in Pub. 100-06, chapter 4 regarding collection of the overpayment.

b. Request for Payment from Surety

If, however, the supplier has a surety bond (and subject to situations (1) through (5) below), the DME MAC shall send an “Intent to Refer” (ITR) letter to the supplier and a copy thereof to the supplier’s surety. The letter and copy shall be sent (a) on the same date and (b) no earlier than the 45th day but no later than the 60th day after the initial demand letter was sent. (The copy to the surety can be sent via mail, e-mail, or fax.)

If the DME MAC does not receive full payment from the supplier within 30 days of sending the ITR letter (and subject to situations (1) through (5) below), the contractor shall notify the surety via letter that in accordance with 42 CFR §424.57(d)(5)(i)(A), payment of the claim must be made to CMS within 45 days from the date of the surety letter. (The DME MAC shall send a copy of the surety letter to the supplier on the same date.) The DME MAC shall send the surety letter no earlier than 30 days but no later than 75 days after sending the ITR letter, depending on the facts of the case. Consider the following situations:

- (1) If a DMEPOS supplier has withdrawn from Medicare or has had its billing privileges deactivated or revoked, the contractor shall send the ITR and the surety letter on the earliest possible days.
- (2) If the supplier has an extended repayment schedule (ERS) and is currently making payments, the DME MAC shall not send an ITR letter or a surety letter. If the DME MAC is currently reviewing an ERS application from the supplier, the contractor shall delay sending the ITR letter and the surety letter until after the ERS review is complete.
- (3) If the aggregated principal balance of the debt is less than \$25, the DME MAC shall not send an ITR letter or a surety letter. It shall instead follow the instructions in CMS Pub. 100-06, chapter 4 regarding collection of the overpayment.
- (4) If the DME MAC believes the debt will be collected through recoupment, it shall not send an ITR letter or a surety letter. It shall instead follow the instructions in Pub. 100-06, chapter 4 regarding collection of the overpayment.
- (5) If the supplier has had a recent offset, the DME MAC may wait to see if future offsets will close the debt, without sending the surety a letter. If the debt is still not paid in full or an ERS has not been established, the DME MAC shall send the surety letter by day 121.

The DME MAC may choose to aggregate debts from the same supplier into one surety letter, provided they are at least 45 days delinquent.

The surety letter shall:

- Follow the format of the applicable model letter in section 15.21.7.1.1 of this chapter.
- Identify the specific amount to be paid and be accompanied by “sufficient evidence” of the unpaid claim. “Sufficient evidence” is defined in 42 CFR §424.57(a) as documents that CMS may supply to the DMEPOS supplier’s surety to establish that the supplier had received Medicare funds in excess of the amount due and payable under the statute and regulations. The specific types of documents to be supplied can include Medicare overpayment determination letters and may vary according to the supplier’s particular circumstances; the DME MAC therefore has significant discretion in determining what constitutes “sufficient evidence.” *Although the contractor shall include the date the DMEPOS service was performed in the evidence it furnishes to the surety, it shall under no circumstances* include any personally identifiable information that is protected under the Privacy Act.
- State that payment shall be made via check or money order and that the Payee shall be the DME MAC.

- Identify the address to which payment shall be sent.

The DME MAC shall only seek repayment up to the full penal sum amount of the surety bond. Thus, if the supplier has a \$60,000 unpaid claim and the amount of the supplier's bond coverage is \$50,000, the DME MAC shall only seek the \$50,000 amount. The remaining \$10,000 will have to be obtained from the supplier via the existing overpayment collection process.

c. Follow-Up Contact

Between 8 and 12 calendar days after sending the surety letter, the DME MAC shall contact the surety by telephone or e-mail to determine whether the surety received the letter.

If the surety indicates that it did not receive the letter, the DME MAC shall immediately fax or e-mail a copy of the letter to the surety. The surety will have 45 days from the original date of the letter – not 45 days from the date the letter was resent to the surety – to submit payment. To illustrate, suppose the DME MAC on April 1 sends the surety letter, which is also dated April 1. It places the follow-up call to the surety on April 11. The surety states that it never received the letter, so the contractor e-mails a copy of it to the surety that same day. Payment must be received by May 16, or 45 days from the original date of the letter.

If the surety cannot be reached (including situations where a voicemail message must be left) or if the surety indicates that it did receive the letter, no further action by the contractor is required.

The contractor shall document any attempts to contact the surety by telephone and the content of any resultant conversations with the surety.

3. Verification of Payment

a. Full Payment Is Made

If full payment (including interest, as applicable) is made within the aforementioned 45-day period, the DME MAC shall, no later than 15 calendar days after payment was made:

- Update all applicable records to reflect that payment was made. (Payment from the surety shall be treated as payment from the supplier for purposes of said record updates.)
- Notify the supplier via letter (on which the NSC shall be copied) that payment has been made and that the supplier must, within 30 calendar days of the date of the letter, obtain and submit to the NSC additional bond coverage so as to ensure that the amount equals or exceeds \$50,000 (or higher if an elevated bond amount is involved due to a final adverse action). Thus, if the surety made payment on a \$10,000 claim, the supplier must obtain \$10,000 worth of additional surety bond coverage by either: (1) adding to the amount of the existing surety bond, or (2) cancelling its current surety bond and securing a new \$50,000 surety bond. (Obtaining a separate \$10,000 surety bond is impermissible.)

If the NSC does not receive the additional bond coverage within this 30-day period, it shall revoke the supplier's Medicare billing privileges in accordance with existing procedures.

b. Full Payment Is Not Made

If the surety fails to make full payment within the aforementioned 45-day timeframe, the DME MAC shall (1) continue collection efforts as outlined in Pub. 100-06, chapter 4, and (2) notify the appropriate Center for Program Integrity (CPI) liaison via e-mail of the failure to make payment.

c. Successful Appeal

If the supplier successfully appeals the overpayment and the surety has already made payment to the DME MAC on the overpayment, the DME MAC shall – within 30 calendar days of receiving notice of the successful appeal - notify the surety via letter of the successful appeal and repay the surety via check or money order.

B. Assessments and CMPs

1. Request for Payment from Surety

Per 42 CFR §424.57(a), an assessment is defined as a “sum certain that CMS or the OIG may assess against a DMEPOS supplier under Titles XI, XVIII, or XXI of the Social Security Act.” Under 42 CFR §424.57(a), a CMP is defined as a sum that CMS has the authority, as implemented by 42 CFR 402.1(c) (or the OIG has the authority, under section 1128A of the Act or 42 CFR Part 1003) to impose on a supplier as a penalty.

CMS will notify the DME MAC of the need for the latter to collect payment from the surety on an assessment or CMP imposed against a particular bonded DMEPOS supplier. Upon receipt of this notification, the DME MAC shall – *regardless of the amount of the assessment or CMP* - notify the surety via letter that, in accordance with 42 CFR § 424.57(d)(5)(i)(B), payment of the assessment or CMP must be made within *45* calendar days from the date of the letter. The letter (on which the NSC and the supplier/debtor shall be copied) shall:

- *Follow the format of the applicable model letter in section 15.21.7.1.1 of this chapter.*
- Identify the specific amount to be paid and be accompanied by “sufficient evidence” (e.g., an *OIG letter*).
- State that payment shall be made via check or money order and that the Payee shall be CMS.
- Identify the address to which payment shall be sent.

2. Follow-Up Contact

Between 8 and 12 calendar days after sending the surety letter, the DME MAC shall contact the surety by telephone or e-mail to determine whether the surety received the letter.

If the surety indicates that it did not receive the letter, the DME MAC shall immediately fax or e-mail a copy of the letter to the surety. The surety will have 45 days from the original date of the letter – not 45 days from the date the letter was resent to the surety – to submit payment. To illustrate, suppose the DME MAC on April 1 sends the surety letter, which is also dated April 1. It places the follow-up call to the surety on April 11. The surety states that it never received the letter, so the contractor e-mails a copy of it to the surety that same day. Payment must be received by May 16, or 45 days from the original date of the letter.

If the surety cannot be reached (including situations where a voicemail message must be left) or if the surety indicates that it did receive the letter, no further action by the contractor is required.

The contractor shall document any attempts to contact the surety by telephone and the content of any resultant conversations with the surety.

3. Verification of Payment

a. Full Payment Is Made

If full payment (including interest, as applicable) is made within the aforementioned 30-day period, the DME MAC shall, no later than 15 calendar days after payment was made:

- Update all applicable records to reflect that payment was made. (Payment from the surety shall be treated as payment from the supplier for purposes of said record updates.)
- Notify the applicable CMS Regional Office (RO) via letter or e-mail that payment was made.
- If the OIG imposed the CMP or assessment, notify the OIG via letter that payment was made.
- Notify the supplier via letter (on which the NSC shall be copied) that payment has been made and that the supplier must, within 30 calendar days of the date of the letter, obtain and submit to the NSC additional bond coverage so as to ensure that the amount equals or exceeds \$50,000 (or higher if an elevated bond amount is involved due to a final adverse action). Thus, if the surety made payment on a \$10,000 CMP, the supplier must obtain \$10,000 worth of additional surety bond coverage by either: (1) adding to the amount of the existing surety bond, or (2) cancelling its current surety bond and securing a new \$50,000 surety bond. (Obtaining a separate \$10,000 surety bond is impermissible.)

If the NSC does not receive the additional bond coverage within this 30-day period, it shall revoke the DMEPOS supplier's Medicare billing privileges in accordance with existing procedures.

b. Full Payment Is Not Made

If the surety fails to make full payment within the aforementioned 45-day timeframe, the DME MAC shall (1) continue collection efforts as outlined in Pub. 100-06, chapter 4, and (2) notify the appropriate CPI liaison and the applicable Regional Office (RO) via e-mail of the failure to make payment.

c. Successful Appeal

If the DMEPOS supplier successfully appeals the CMP or assessment and the surety has already made payment, CMS will – within 30 days of receiving notice of the successful appeal - notify the surety via letter of the successful appeal and repay the surety.

C. Reporting Requirements

DME MACs shall compile a report on a quarterly basis in the format prescribed in existing CMS directives. The report will capture the following elements:

- *Number of account receivables (debts) reviewed for possible surety bond letter development*
- *Number of debts sent to the surety for recovery.*
- *Amount recovered via the surety collection process.*
- *Amount paid by the supplier after the surety collection process was initiated*
- *Names of suppliers and NSC numbers for which letters were sent to the surety and/or surety bond recoveries were received.*

The quarterly reports shall encompass the following time periods: January through March, April through June, July through August, and September through December. Reports shall be submitted to the Provider Enrollment Operations Group through the MAC COR by the 10th day of the month following the end of the reporting quarter. Information on surety collections shall be reported once for each demand letter. That action shall be reported only when the collection process has been fully completed for that specific identified overpayment, which may be comprised of multiple claims. For example, suppose the surety was sent a letter in December but its payment was not received until January. That action would be documented in the report encompassing the months of January, February, and March.

15.21.7.1.1 – Model Letters for Claims against Surety Bonds

(Rev. 517, Issued: 05-16-14, Effective: 06-17-14, Implementation: 06- 17-14)

When making a claim against a surety bond *in* accordance with section 15.21.7.1 of this chapter, the contractor shall use the applicable model letter below:

A. Letter for Overpayments – Supplier is Still Enrolled in Medicare

Date

Surety Name

Surety Address

RE: Supplier Legal Business Name
Supplier DBA Name (if any)
Supplier Address
Supplier *National Provider Identifier (NPI)*

Dear Surety:

(Supplier legal business name) is currently enrolled in the Medicare program as a supplier of durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS). As a condition of its Medicare enrollment, (Supplier) is required – under Federal regulations at 42 C.F.R. §424.57(d) - to maintain a surety bond in an amount of no less than \$50,000. In accordance with this provision, (Supplier) has a \$_____ surety bond with your company.

Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), the surety must pay *CMS - upon receiving* written notice from CMS containing sufficient evidence to establish the surety’s liability under the bond - the amount of any unpaid claim for which the DMEPOS supplier is responsible, up to the full penal amount of the bond. An “unpaid claim” is defined in 42 C.F.R. §424.57(a) as an overpayment made by the Medicare program to the DMEPOS supplier for which the DMEPOS supplier is responsible.

CMS has determined that (Supplier) has incurred an overpayment in the amount of (insert dollar amount). This determination was made based on the following:

- (The DME MAC should outline the facts behind the determination, including:
- (1) why the original payment was not correct,
 - (2) how the overpayment was calculated, and
 - (3) when the overpayment occurred.)

Relevant documentation supporting our determination is attached to this letter.

CMS has been unable to recover the full overpayment from (Supplier) using its existing recoupment procedures. (Supplier) has repaid (insert “none” or “only \$_____”) of the overpayment amount. Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), therefore, CMS requests that (Surety) make payment to CMS in the amount of (insert applicable amount) no later than *45* days from the date of this letter. Payment shall be made via check or money order and sent to the following address:

Contractor Name
Address
City, State and Postal ZIP Code

The payee shall be (insert DME MAC), which is CMS's Durable Medical Equipment Medicare Administrative Contractor for (Supplier)'s location.

Should you have any questions about this letter, please do not hesitate to contact _____ at _____.
(The contractor shall identify a specific individual who the surety can contact if questions arise.)

Sincerely,
(Name and title)

cc: Supplier Name

B. Letter for Overpayments - Supplier is No Longer Enrolled in Medicare

Date

Surety Name
Surety Address

RE: Former Supplier Legal Business Name
Former Supplier DBA Name (if any)
Former Supplier Address
Former Supplier NPI

Dear Surety:

(Former Supplier legal business name) was enrolled in the Medicare program as a supplier of durable medical equipment, prosthetics, orthotics and supplies (DMEPOS) until (insert effective date of termination/revocation). As a condition of its Medicare enrollment, (Former Supplier) was required – under Federal regulations at 42 C.F.R. §424.57(d) - to maintain a surety bond in an amount of no less than \$50,000. In accordance with this provision, (Former Supplier) obtained a \$_____ surety bond with your company.

Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), the surety must pay CMS – *upon* receiving written notice from CMS containing sufficient evidence to establish the surety's liability under the bond – the amount of any unpaid claim for which the DMEPOS supplier is responsible, up to the full penal amount of the bond. An "unpaid claim" is defined in 42 C.F.R. §424.57(a) as an overpayment made by the Medicare program to the DMEPOS supplier for which the DMEPOS supplier is responsible.

CMS has determined that (Supplier) incurred an overpayment in the amount of (insert dollar amount). This determination was made based on the following:

(The DME MAC should outline the facts behind the determination, including:

- (1) why the original payment was not correct,*
- (2) how the overpayment was calculated, and*
- (3) when the overpayment occurred.)*

Relevant documentation supporting our determination is attached to this letter.

CMS has been unable to recover the full overpayment from (Former Supplier) using its existing recoupment procedures. (Former Supplier) has repaid (insert "none" or "only \$_____") of the overpayment amount.

(Former Supplier's) surety bond coverage with your company ended on (insert date). However, consistent with 42 C.F.R. §424.57(d)(5)(iii), the surety is liable for unpaid claims that:

- (1) CMS assessed against the supplier based on overpayments that took place during the term of the bond or rider, and
- (2) Were assessed by CMS during the 2 years following the date that the supplier failed to submit a bond or required rider or the date that the supplier's Medicare enrollment was terminated, whichever is later.

The overpayment occurred on (insert date), which was within the period of (Former Supplier)'s surety bond coverage with your company. Moreover, CMS has made its overpayment determination within the 2-year period following the date of the termination of (Former Supplier)'s Medicare enrollment. Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), therefore, CMS requests that (Surety) make payment to CMS in the amount of (insert applicable amount) no later than **45** days from the date of this letter. Payment shall be made via check or money order and sent to the following address:

Contractor Name
Address
City, State and Postal ZIP Code

The payee shall be (insert DME MAC), which is CMS's Durable Medical Equipment Medicare Administrative Contractor for (Supplier)'s location.

Should you have any questions about this letter, please do not hesitate to contact _____ at _____.
(The contractor shall identify a specific individual who the surety can contact if questions arise.)

Sincerely,
(Name and title)

cc: Supplier Name

C. Letter for Civil Monetary Penalties and Assessments – Supplier is Still Enrolled in Medicare

Date

Surety Name
Surety Address

RE: Supplier Legal Business Name
Supplier DBA Name (if any)
Supplier Address
Supplier NPI

Dear Surety:

(Supplier legal business name) is currently enrolled in the Medicare program as a supplier of durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS). As a condition of its Medicare enrollment, (Supplier) is required – under Federal regulations at 42 C.F.R. §424.57(d) - to maintain a surety bond in an amount of no less than \$50,000. In accordance with this provision, (Supplier) has a \$_____ surety bond with your company.

Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), the surety must pay CMS – *upon receiving* written notice from CMS containing sufficient evidence to establish the surety’s liability under the bond – the amount of any civil monetary penalty (CMP) and/or assessment for which the DMEPOS supplier is responsible, up to the full penal amount of the bond. (Insert applicable language.....)

A CMP is defined in §424.57(a) as a sum that CMS has the authority, as implemented by 42 C.F.R. §402.1(c) (or the Department of Health and Human Services Office of Inspector General (OIG)) has the authority, under section 1128A of the Act or 42 C.F.R. Part 1003) to impose on a supplier as a penalty.

OR

An assessment is defined as a sum certain that CMS or the Department of Health and Human Services Office of Inspector General (OIG) may assess against a DMEPOS supplier under Titles XI, XVIII or XXI of the Social Security Act.)

(CMS or OIG, as applicable) imposed a (CMP and/or assessment, as applicable) on (Supplier) on (date) in the amount of (\$ _____). The (CMP and/or assessment) was imposed because (insert explanation, using information furnished by CMS or OIG).

Relevant documentation supporting our determination is attached to this letter. (Attach copy of notice of CMP/assessment that was sent to supplier.)

(CMS or OIG, as applicable) has attempted to recover the amount of the (CMP or assessment) from (Supplier) using its existing collection procedures. (Supplier), however, has repaid (insert “none” or “only \$_____”) of this amount. Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), therefore, CMS requests that (Surety) make payment to CMS in the amount of (insert applicable amount) no later than **45** days from the date of this letter. Payment shall be made via check or money order and sent to the following address:

Contractor Name
Address
City, State and Postal ZIP Code

The payee shall be the Centers for Medicare and Medicaid Services.

Should you have any questions about this letter, please do not hesitate to contact _____ at _____.
(The contractor shall identify a specific individual who the surety can contact if questions arise.)

Sincerely,
(Name and title)

cc: Supplier Name

D. Letter for Civil Monetary Penalties and Assessments – Supplier is No Longer Enrolled in Medicare

Date

Surety Name
Surety Address

RE: Former Supplier Legal Business Name
Former Supplier DBA Name (if any)
Former Supplier Address
Former Supplier NPI

Dear Surety:

(Former Supplier legal business name) was enrolled in Medicare as a supplier of durable medical equipment, prosthetics, orthotics and supplies (DMEPOS) until (insert effective date of termination/revocation). As a condition of its Medicare enrollment, (Former Supplier) was required – under Federal regulations at 42 C.F.R. §424.57(d) - to maintain a surety bond in an amount of no less than \$50,000. In accordance with this provision, (Former Supplier) obtained a \$ _____ surety bond with your company.

Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), the surety must pay CMS – *upon* receiving written notice from CMS containing sufficient evidence to establish the surety’s liability under the bond – the amount of any civil monetary penalty (CMP) and/or assessment for which the DMEPOS supplier is responsible, up to the full penal amount of the bond. (Insert applicable language.....)

A CMP is defined in §424.57(a) as a sum that CMS has the authority, as implemented by 42 C.F.R. §402.1(c) (or the Department of Health and Human Services Office of Inspector General (OIG) has the authority, under section 1128A of the Act or 42 C.F.R. Part 1003)) to impose on a supplier as a penalty.

OR

An assessment is defined as a sum certain that CMS or the Department of Health and Human Services Office of Inspector General (OIG) may assess against a DMEPOS supplier under Titles XI, XVIII or XXI of the Social Security Act.)

(CMS or OIG, as applicable) imposed a (CMP and/or assessment, as applicable) on (Former Supplier) on (date) in the amount of (\$ _____). The (CMP and/or assessment) was imposed because (insert explanation, using information furnished by CMS or OIG).

Relevant documentation supporting our determination is attached to this letter. (Attach copy of notice of CMP/assessment that was sent to former supplier.)

(CMS or OIG, as applicable) has attempted to recover the amount of the (CMP or assessment) from (Former Supplier) using its existing collection procedures. (Former Supplier), however, has repaid (insert “none” or “only \$ _____) of this amount.

(Former Supplier)’s surety bond coverage with your company ended on (insert date). However, consistent with 42 C.F.R. §424.57(d)(5)(iii), the surety is liable for CMPs and/or assessments that:

- (1) CMS or OIG imposed or asserted against the supplier during the term of the bond or rider, and
- (2) Were imposed or assessed by CMS during the 2 years following the date that the supplier failed to submit a bond or required rider or the date that the supplier’s Medicare enrollment was terminated, whichever is later.

The (CMP and/or assessment) was based on events that occurred (insert relevant date(s)), which was within the period of (Former Supplier’s) surety bond coverage with your company. Moreover, CMS imposed the (CMP and/or assessment) within the 2-year period following the date of the termination of (Former Supplier)’s Medicare enrollment. Consistent with 42 C.F.R. §424.57(d)(5)(i)(A), therefore, CMS requests that (Surety) make payment to CMS in the amount of (insert applicable amount) no later than **45** days from the date of this letter. Payment shall be made via check or money order and sent to the following address:

Contractor Name
Address
City, State and Postal ZIP Code

The payee shall be the Centers for Medicare & Medicaid Services.

Should you have any questions about this letter, please do not hesitate to contact _____ at _____.
(The contractor shall identify a specific individual who the surety can contact if questions arise.)

Sincerely,
(Name and title)

cc: Supplier Name