

AGGREGATE CLAIM CHECKLIST

1. _____ Contract year to date monthly check register showing all payments, voids, reissues and refunds identifying any non-claim payments (e.g. administration fees, etc.). The register should show check number, date of check, name of claimant, incurred date and check amount.
2. _____ Contract year to date detailed paid claim report by claimant (by month if monthly). Report must contain diagnosis and procedure codes and should only include those charges eligible for the Aggregate.
3. _____ Listing of all Specific Stop Loss claims for the Aggregate period.
4. _____ Policy year eligibility listing by month.
5. _____ Attachment Point calculation.
6. _____ Funding transaction registers and bank statements for the first and last month of the Aggregate period. In addition, the bank statement for the month following the close of the Aggregate paid period.
7. _____ Itemized prescription drug invoices (if applicable). The itemized invoices should include the patient name, name of the drug, NDC code, quantity dispensed, days' supply, date filled and the charge. The report should also indicate if the reimbursement was through a retail pharmacy or mail order method.
8. _____ A report that notes all PBM or other vendor rebates for charges related to the contract period.
9. _____ A current report for all voided payments, adjustments and refunds for the contract period.
10. _____ A listing by claimant for any pending overpayment requests.
11. _____ A listing by claimant of any pending or recovered subrogation claims paid during the contract period.
12. _____ A listing by claimant of any extra-contractual payments or verification there were none.
13. _____ A report that indicates total payments for the contract year by benefit code or type, (i.e., office visit, ambulance, medical records, etc.).