



IMMEDIATE RECOUPMENT/OFFSET REQUEST FORM

REQUIRED INFORMATION:

Provider Name: _____

Provider Number: _____

NPI: _____

Demand Letter Number(s): _____

State Services were Rendered: *(please choose state)* _____

Line of Business *(please choose one)*: _____

Select one of the following options for immediate recoupment:

- A one time request for all invoices included in the current overpayment demand letter(s) listed above and all future overpayments.
- A request for all invoices in only the current overpayment demand(s) letter listed above
- A request to discontinue participation in the immediate recoupment/offset process for all future requests

To Request Immediate Recoupment/Offset:

1. Fill out the information above
2. Attach a copy of the first page of the demand letter
3. Select the option you prefer for this fax
4. Sign and provide contact name and phone number (see below)
5. Fax to the below fax numbers:
(904) 361-0359 – Part A providers
(904) 361-0444 – Part B providers

NOTE: Providers who request immediate recoupment/offset must realize it is considered a voluntary repayment.

Signature (Provider, Administrator, or CFO): _____

Contact Name: _____

Contact Phone Number: _____

Incomplete forms may delay processing which can cause interest to accrue on the debt. If there is a remaining principal balance after the initial immediate recoupment request has been processed, attempts to recoup immediately will continue. Interest will accrue if a principal balance remains after 30 days from the date of the demand letter and further collection activities will be pursued after 41 days from the date of the demand letter.

By signing the form you are acknowledging that you understand that going through the immediate recoupment/offset process is considered to be a payment arrangement that constitutes a voluntary payment and will not be subject to 935(f)(2) interest pursuant to 1893(f)(2). The exception to this is when your appeal at the Administrative Law Judge (ALJ) prevails, any money recouped/offset 30 calendar days after the reconsideration decision will be subject to 935 interest.