

Medicare Secondary Payer Refund Calculation Worksheet

This calculation worksheet will help determine the correct refund that needs to be submitted to Medicare.

1. Indicate the amount allowed by Medicare. \$ _____
2. Indicate the amount paid by Medicare. \$ _____
3. Indicate the amount allowed by the primary insurer \$ _____
4. Indicate the amount you are obligated to accept as full payment by the primary insurer (OTAF) (if applicable) \$ _____
5. Indicate the amount paid by the primary insurer \$ _____
6. Indicate the higher of the two allowed amounts (line 1 or line 3) \$ _____
7. Subtract the amount paid by the primary insurer (line 5) from the OTAF amount on line 4. If there is no amount listed on line 4, subtract the amount paid by the primary insurer from the higher allowed amount (line 6). This is the Medicare secondary payment calculation. \$ _____
8. Subtract the secondary payment calculation (line 7) from the Medicare paid amount (line 2). The difference is the refund due Medicare. \$ _____

Your refund will be handled in a timely matter if the following information is included with every voluntary refund.

- An overpayment refund form must be filled out entirely. The reason code should be for MSP.
- Always include the Explanation of Benefits from the primary insurance company.
- Send in this calculation worksheet.

Do not combine refunds for Medicare secondary payer overpayments with refunds for other Medicare overpayments. Medicare Secondary payer refunds must be handled separately. Make sure your refund is clearly marked MSP. This will help in the handling of your refund in a more timely manner.

Send Medicare refunds to the following address:

Medicare Refunds
P.O. Box 8075
Little Rock, AR 72203

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