



## **PROVIDER ALERT**

### **Reconciliation Summary Reports**

### **July 21, 2020**

As Optum Maryland begins the process of reconciliation, we will be distributing Reconciliation Summary Reports to Providers tomorrow, July 22, 2020

These one-time reports reflect the estimated payments issued to the Provider from January 1, 2020 through July 14, 2020, and the associated billed charges and allowed dollars based on claims submitted by the Provider into the Incedo Provider Portal (IPP) for the same period.

The reports are created at the Provider Tax Identification Number (TIN) level. When there are multiple unique Incedo Provider IDs sharing a single TIN, the same report will be available under each unique Incedo Provider ID for that TIN. These reports will be posted to the "Download folder" within the IPP, on July 22, 2020.

To access your reconciliation report:

- Log-in to the Incedo Provider Portal and go to the "Downloads" screen
- In the "Downloads folder" you will see all items that have not yet been downloaded (downloading means clicking on the file and opening/saving it)
- There is a checkbox to display items already downloaded. This checkbox defaults to "unchecked" and will only show new items that have not been downloaded. Check the box to view all items; both new and those already downloaded.

The following documents have been created to support Provider's understanding of the reconciliation process and key documents:

- [Reconciliation Summary Report Quick Reference Guide.](#)
- [Reconciliation Frequently Asked Questions.](#)

These documents, along with all other communications and training materials related to the Reconciliation, will be posted on a dedicated webpage, [here](#).

Optum Maryland will also be distributing a survey relating to the Reconciliation Summary Reports. The survey asks providers a series of questions to identify any questions or concerns with the data on the report. More information, and a link to the survey will be provided in a Provider Alert on Wednesday, July 22, 2020.

If you have questions or concerns about the information contained in this alert, please contact customer service at 1-800-888-1965.

Thank you,

Optum Maryland Team