

HOW TO REFUND OVERPAYMENTS TO THE STATE

Providers have a variety of effective methods to refund overpayments to the Ohio Department of Job and Family Services (ODJFS). Refunds for overpayments are to be made through offsets. Please note that ODJFS no longer accepts claim refunds by paper checks. For more information, refer to Ohio Administrative Code 5101:3-1-19.

Two main methods to return overpayments are to offset overpaid claims against future payments by using the:

- A. Electronic Data Interchange (EDI)
- B. MITS Web Portal

Instructions to return overpayments can be found on the following ODJFS Web links:

Provider e-manuals- <http://jfs.ohio.gov/OHP/provider.stm>

EDI Companion Guides-
http://jfs.ohio.gov/OHP/tradingpartners/companion_guides.stm

JFS Forms- <http://www.odjfs.state.oh.us/forms/inter.asp>

Another method to return overpayments is through paper offsets. Paper Adjustment Request Forms ODJFS 6766 (hospitals only) and 6767 (other fee for service providers) can be used to return overpayments if the provider has no technical access to submit through EDI or the WEB Portal. To return an overpayment by paper, the provider must complete the appropriate Adjustment Request Form that can be found on the ODJFS Web Site. This Web Site provides the only acceptable adjustment form formats due to MITS scanning requirements.

ODJFS implemented the Medicaid Information Technology System (MITS) on August 2, 2011. As a result, we have decreased reliance on paper processing and gained efficiencies for providers to return overpayments to Medicaid.

Questions concerning the return of overpayments can be directed to the Claims Adjustment Unit at (614) 466-5080 or the Long Term Care Payment Unit for long term care providers by calling (614) 466-7575.