

## OPAR - Overpayment Recovery

This screen is used by Central Office staff to set up overpayment recoupment plans and to record payments received on overpayments. An overpayment is created on this screen when an overpayment is entered on the ADJD (Adjustments Detail) screen.

```

CAFSOPAR                OVERPAYMENT RECOVERY                07/06/2016    11:09
USER ID : C81285                PAGE NO: 1
PROV NO : 0001054 001          PROV NAME: FINKLE FOSTER HOME

      SABHRS  DOCM ID      CHECK      CHECK      CHECK      REFUND
      NUMBER  ID           NUMBER     DATE       AMOUNT     AMOUNT

TO SELECT, ENTER M=MODIFY OR I-INQUIRE
PAYMENT  LINE CLIENT/   SVC  SERVICE  OVERPAID  RECOUP  AMOUNT
SEL NUMBER ITEM CONTRACT   CODE MM/YEAR  BALANCE  MONTHLY  RECOVERED
- 000001291 001 JESTER, JENN SCALL 08/2015    0.00    200.00
- 000001286 001 FINSTER, FIO PFRS1 03/2015   18.46

BLUE=DOC OVERPAYMENTS
SHIFT+F1=BALANCE

                                PATH: _
  
```

**Field Descriptions** (F12) indicates code lookup is available.

*\*NOTE: Only authorized staff in Central Office can enter overpayment details.*

### PROV NO

This field will display the provider number for the payment receiving provider.

### NAME

This field will display the provider name of the provider whose ID is displayed in the PROV NO field.

### CITY

This field will display the city for the address of the payment receiving provider.

### CAPS ID

This field will display the CAPS ID of the client for which the payment was created.

### NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

*CONTRACT*

This field will display the contract number, if the service code on the payment is associated to a contract.

*AMENDMENT*

This field will display the amendment number for the contract, if one exists.

*TYPE*

This field will display the type of contract that is associated to the payment.

PREVIOUS DETAIL INFORMATION

*FIN CO (F12)*

This field will display the financial county for the original payment, prior to the adjustment.

*SERVICE CODE (F12)*

This field will display the service code for the original payment, prior to the adjustment.

*DESCRIPTION*

This field will display the description of the service code displayed in the service code field.

*PAYMENT PERIOD – BEGIN DATE*

This field will display the payment start date for the original payment, prior to the adjustment.

*PAYMENT PERIOD – END DATE*

This field will display the payment end date for the original payment, prior to the adjustment.

*UNITS*

This field will display the number of units on the original payment, prior to the adjustment.

*RATE*

This field will display the unit rate on the original payment, prior to the adjustment.

*AMOUNT*

This field will display the total amount of the original payment detail, prior to the adjustment.

*ADJUSTMENT TYPE (F12)*

This field will display the adjustment type of the original payment, prior to the adjustment. *If there is only one adjustment to this payment, this would show “ORI” (original).*

*DESCRIPTION*

This field will display the description of the adjustment type displayed in the adjustment type field.

PAYMENT DETAIL INFORMATION

*FIN CO (F12)*

This field will display the financial county for the payment, after the adjustment.

*SERVICE CODE (F12)*

This field will display the service code for the payment, after the adjustment.

*DESCRIPTION*

This field will display the description of the service code displayed in the service code field.

*PAYMENT PERIOD – BEGIN DATE*

This field will display the start date for the payment, after the adjustment.

*PAYMENT PERIOD – END DATE*

This field will display the end date for the payment, after the adjustment.

*UNITS*

This field will display the number of units on the payment, after the adjustment.

*RATE*

This field will display the unit rate on the payment, after the adjustment.

*AMOUNT*

This field will display the total amount of the payment detail, after the adjustment.

*ADJUSTMENT TYPE (F12)*

This field will display the adjustment type (reason why the original payment was adjusted) of the payment, after the adjustment.

*DESCRIPTION*

This field will display the description of the adjustment type displayed in the adjustment type field.

ADJUSTMENT INFORMATION – *these fields are used to enter the actual adjustment details for the payment. Once updated, the current details in the “payment detail*

*information” section will move to the “previous detail information” section, and the details entered in this section will move to the “payment detail information” section.*

***ADJ TYP (F12)***

Enter the reason for the adjustment.

***SERV CODE (F12)***

This field will default the service code that is associated with the payment. This cannot be adjusted.

***PAYMENT PERIOD – BEGIN DATE***

This field will default the current start date for the payment. This field can be adjusted.

***PAYMENT PERIOD – END DATE***

This field will default the current end date for the payment. This field can be adjusted.

***UNITS***

This field will default the current number of units for the payment. This field can be adjusted.

***RATE***

This field will default the current unit rate for the payment. This field can be adjusted.

***ADJUSTMENT AMOUNT***

This field will default the adjustment amount (could be positive or negative), based on the changes entered in the payment period begin date, payment period end date, units or rate fields.

***NEW TOTAL***

This field will default the new total of the payment, based on the original payment amount and plus/minus the amount displayed in the adjustment amount field.

***FINANCIAL COUNTY OF RESPONSIBILITY (F12)***

This field will default the current financial county for the payment. This field can be adjusted.

**Additional Information**

None.