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AGENDA \_\_\_\_\_ November 20, 2012

Nov. 1, 2012

The Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

Dear Board Members:

**SUBJECT:** \$2,740.16, Overpayment Refund Request – Behavioral Health Care Services

**RECOMMENDATION:**

That your Honorable Board authorize and direct the Auditor-Controller to issue a warrant in the amount of \$2,740.16 to refund a patient/client or insurer who has a credit balance in the Behavioral Health Care Accounts Receivable.

**DISCUSSION/FINDINGS:**

Section 26906 of the Government Code of the State of California provides that money other than taxes erroneously paid into the County Treasury upon warrant drawn by the County Auditor may be paid only on order of the Board of Supervisors. On January 9, 1996 (File No. 9763, *cite Manual of Accounting Policies and Procedures*) your Board required that departments request specific approval by the Board of Supervisors for refund of fees exceeding \$500.

Refund of fees occurs due to duplicate payment, billed in error, over payment of claims, billed for incorrect amount etc.

The Federal Health Insurance Portability and Accountability Act (HIPAA) require safeguarding client's sensitive personal information. In compliance with this requirement, department is excluding the name of the payee on this letter request except for the following information:

Patient/Client name to be disclosed to Auditor-Controller subject to HIPAA	
Account:	R13-11-01
Date of Service:	03/15/11 - 6/28/11
Total Payment Received:	\$25,176.24
Date Deposited to Fund 10000:	09/28/12
Deposit Permit Number:	67190
Total Charges:	\$22,436.08
Total Refund:	<u>\$ 2,740.16</u>

**FINANCING:**

Patient/Client has a credit balance in the Behavioral Health Care Accounts Receivable and is entitled to a refund. There is no increase in Net County Cost.

Very truly yours,



Alex Briscoe, Director  
Health Care Services Agency

AB:js

Cc: Auditor-Controller  
County Administration Office