

Laboratory Letterhead

Sample Over-Payment Refund Letter

Medicare Refund Unit

Attention:

Address

Dear Mr./Ms. _____:

Per our telephone conversation dated _____ enclosed please find an over payment refund in the amount of _____ for the patient services detailed in the attachment, in the format you requested.

As we discussed in our phone conversation, during the course of a routine internal audit/review, the laboratory became aware of a CPT coding discrepancy that appears to have caused an over payment from the Medicare program. The coding error was *explaining the error in a straightforward concise manner and why it occurred.* After a thorough investigation, we determined that the claims affected by the coding error were isolated to the period of _____ through _____. The coding error was corrected on _____, and should not recur from that date forward.

Please feel free to call me directly at _____ if you have any questions regarding this matter or need any additional information.

Sincerely,