

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number: DAA-0440-2012-0011
Schedule Status: Modified Approved Version
Agency or Establishment: Centers for Medicare and Medicaid Services
Record Group / Scheduling Group: Records of the Centers for Medicare and Medicaid Services
Records Schedule applies to: Agency-wide
Schedule Subject: OIG Hotline Database
Internal agency concurrences will be provided: Yes

Background Information

The OIG Hotline database is a repository for allegations of per se fraud, waste, and abuse (FWA) of the Medicare program received by the Office of Inspector General (OIG) from beneficiaries, providers, suppliers, and CMS employees throughout the United States and its territories. CMS and its contractors access the OIG Hotline database to address these complaints for the purpose of making a determination whether said complaints offer credible evidence of per se FWA; if so, these complaints are referred to CMS Medicare Program Integrity Contractors for further development, which may result in administrative action or a referral to Law Enforcement for investigation and possible prosecution. Where there is no credible evidence of per se FWA, CMS contractors may take an administrative action, such as issuing an overpayment, or closing the complaint for lack of actionable evidence.

The main users of the OIG Hotline Database are CMS staff, as well as Medicare contractors throughout the country. Specifically, these include: CMS Central Office (CO) Center for Program Integrity (CPI) staff; CMS CPI Regional Office (RO) staff; CMS Medicare Administrative Contractor (MAC) staff; CMS Program Safeguard Contractor (PSC) staff; CMS Zone Program Integrity Contractor (ZPIC) staff.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0011

Outline of Records Schedule Items for DAA-0440-2012-0011

Sequence Number	Master Files
1	Disposition Authority Number: DAA-0440-2012-0011-0001

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Records Schedule: DAA-0440-2012-0011

Records Schedule Items

Sequence Number	
1	<p>Master Files</p> <p>Disposition Authority Number DAA-0440-2012-0011-0001</p> <p>CMS collects, maintains, and disseminates the following information on the OIG Hotline Database: Beneficiary name, address, phone number; Provider/Supplier name, address, phone number; Comments summarizing allegation(s); .pdf file that may include any of the following: Social Security Numbers and HICNs, medical histories, criminal or employment histories, and other information that can be used to distinguish or trace and individual's identity. CMS and CMS Contractors will use this information for the purpose of conducting preliminary investigations into fraud, waste, and abuse (FWA) allegations against the Medicare program. The information may contain PII, especially the .pdf file OIG sends electronically to CMS that accompany many of the complaints. Submission of personal information to the OIG Hotline database is voluntary.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0012-0001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually in the year the investigation is closed.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/09/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
10/19/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
10/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/24/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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