



COMMISSIONER  
Chris Traylor

September 16, 2011

To: Nursing Facility (NF) Providers

Subject: DADS Information Letter No. 11-109  
Process For Refunding DADS When a Provider is Paid by Private Insurance

This letter is to remind Nursing Facility (NF) providers of the correct process for refunding Medicaid claims payments to Texas Department of Aging and Disability Services (DADS) when a provider is paid by both private insurance and by DADS for the same dates of service.

There are two valid methods for refunding DADS when providers are paid by both private insurance and by DADS for the same dates of service:

- Providers can send a check to DADS for the total amount due and should include the client name, Medicaid number, and dates of service on the check. Providers should also submit a copy of the client's Explanation of Benefits. Checks are payable to Texas DADS and should be sent to Texas DADS Third Party Recovery (TPR) Unit (E-400), P. O. Box 149081, Austin, Texas 78714-9081.
- Providers can request DADS to process a deduction by contacting TPR at 512-438-2200, Option 4.

**Providers cannot cancel, adjust or neglect to submit Form 3618 Resident Transaction Notices and Form 3619 Medicare/Skilled Nursing Facility Patient Transaction Notices in order to refund claims payment owed to DADS.**

Please refer to [DADS Information Letter Number 10-100](#) for information regarding submission instructions for Form 3618/3619 Transactions. For additional questions about refunding payments to DADS, contact TPR at 512-438-2200, Option 4.

Sincerely,

*[signature on file]*

Gordon Taylor  
Chief Financial Officer

GT:pa