09 Overpayment Tracking (OVTR) – Overview

OVTR is used for both of the following:

- Tracking the timeliness of referrals for potential overpayment from the discovery date to the determination date.

- Tracking overpayment case reads

Only FAA staff that work in the Overpayment Unit have access to OVTR. OVTR is accessible from INME.

NOTE   Critical reports are generated by the information entered on OVTR. Any changes made to the OP Referral Information field on the Discovery Date, Due Date and Program Type fields must be made the same day as the original entry. Help Desk assistance is required for all changes made on a following day.

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WARNING

Only the Overpayment Unit should be entering or editing the information on OVTR.

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Policy and procedures regarding OVTR are outlined in OVTR Section Descriptions.

NOTE   An OVTR must be completed for NA, CA, and ST in which a potential overpayment is discovered.