

## Clinic Chart Audit Outline

Arrange for interview with Clinic Manager to identify what services are scheduled for review. Meet in their work space or as convenient and as their schedule permits.

Areas of discussion to include but not limited to:

- Process and Procedures
  - Areas of concerns
  - Opportunities for efficiencies
  - Documentation
  - Existing trends
- Audit process
  - Audit period
  - Obtain Medicaid Billing Report from the Accounting Department
- Random sample
  - <http://www.random.org/>
  - Integer generator
- Review
  - Thorough and complete documentation
  - Adherence and compliancy
- Refer to the following documents for Article 28 regulations
- <http://www.health.ny.gov/regulations/>
  - a) Search Title 10
  - b) Statutory authority: Public Health Law, Sections (2800 - 2818) HOSPITALS
  - c) Regulations [PART] as referred to in Chart Review Instrument
- Refer to List of Doctor and Service
- Perform review against ECW (Electronic Clinical Works) unless dual tracking is ongoing.
- Utilize **CP NYS Record Retention Schedule** for documentation retention requirements.
- Review documentation onsite, as feasible and record:
  - Inconsistencies
  - Inaccuracies
  - Streamlining process
- Copy any documentation that may be needed for support
- Complete Chart Review Instrument (DW 3)

**Documentation in review:**

- As applicable;
  - Complete Clinic Record
  - Specified services as dictated by a targeted / focused audit

### **Documentation Retention**

- In accordance with the adopted, *CP NYS Record Retention Schedule* which provides guidance for Article 28 Diagnostic and Treatment Clinic's are required to keep a medical record for each patient served. These medical records must be kept for six years from the last date of service or in the case of a minor, six years after the last date of service or until the minor reaches the age of twenty-one. (10NYCRR 751.7)

### **Audit Reports**

- Results of Chart Review for CFD Clinic
- Prepare audit report to identify:
  - Month/year
  - Type of audit
  - Auditor/Reviewer name
  - Introduction
  - Purpose
  - Regulation
  - Information gleaned
  - Consumers in review
  - Services in review
  - Providers in review
  - Identify number of total services in review;
    - Identify number of services in question and rationale
  - Summarize Chart appearance;
    - Orderly, effort in identifying information and documentation
  - Comments/Questions
  - Recommendations
  - Reference to all detail reports and sample forms as attachment(s)