



PREPARING FOR A MEDICARE AUDIT

A timely response is critical – **KNOW YOUR DEADLINE**

Prepare Your Medical Records

- Provide all requested records in the order requested
- Review of medical records
 - Beneficiary's name on each page; no double-sided copies
 - Label sections: add page numbers for easy reference - Bates numbering is recommended
 - Validate that all requested records are included
 - Ensure reviewers can easily identify medical record elements
- Include appropriate signatures and credentials – legible, clear, complete
 - Signature logs/copies of licenses to verify credentials may be needed
- Check: right beneficiary, right service, and right date of service
- Check submission requirements
 - Verify that mailing address, portal address, and/or fax numbers are correct
 - Ensure records are submitted correctly in the method requested and well in advance of the deadline
- Keep exact copies of all submissions
- Prepare a cover letter

The documentation request may include the following:

- Copies of the claim(s)
- Compile records for 30 days prior to ARD if applicable; the claim period may not include the ARD of the associated MDS. Ensure documentation covers the ARD look-back period
- Hospital discharge summaries and transfer forms
- Admission history & physical
- Physician's orders and progress notes
- Physician certification/recertification with attestations, if applicable
- Rehab therapy evaluations/plans of care (POC), progress notes, POC recertifications, daily contact notes
- MARs, TARS, flow sheets, vital sign records, CNA ADL flowsheet/documentation
- Care plans
- Interdisciplinary team assessments and progress notes
- All lab tests and other pertinent information included in the medical record; the provider is responsible for third-party information
 - Consulting physician records, i.e., psychiatry, psychology, physiatry, optometry, ophthalmology, orthopedics, etc.
 - Laboratory, Other Suppliers
 - X-ray/Radiology
- Medicare Notice of Non-Coverage and ABN, if applicable
- The MDS will be obtained by the MAC from the repository; however, it may be requested to confirm signatures