



Scope

This policy applies to all University of Western States (UWS) health center employees who are responsible for conducting a medical records audit for clinical services, analyzing the results, or implementing follow up procedures including but not limited to clinicians and office management staff.

Purpose

This policy provides guidance regarding the proper documentation, billing, coding, and collections process utilized in this clinic. It is based on applicable state laws, statutes, and regulations. This policy ensures that current best practices are followed and outlines the UWS health center's procedures for conducting baseline and follow-up audits to ensure compliance.

Policy

The UWS health center recognizes that a medical record audit provides insight to possible risk areas during the patient care experience, potential inappropriate behavior or conduct associated with the clinical services provided, documentation of the medical record, and billing and coding practices.

Clinicians will conduct a monthly peer-review audit to support continuous quality improvement. Additionally, a comprehensive annual audit will be conducted by either the compliance officer (CO) or a third-party compliance consultant, consisting of medical records of each provider, and representative of the demographics of the health center patient population.

The necessity for subsequent internal follow-up audits from the annual audit is determined according to errors identified in the baseline audit. Medical records are randomly selected with dates of service from the clinician's last educational session.

Policies associated with the audit of medical records are reviewed and updated as necessary.