**Record Auditing**

Tools You Will Need:

* Eye for Detail
* Commitment to Audit
* Audit Plan
* Audit Checklist

**Step 1: Audit Plan**

What is the point? Billing concerns? Clinical concerns?

What type of audit (Pre-Bill or Retrospective)?

What to Audit for?

* Matching (billed procedures to clinical notes)
* X-ray quality
* Forms completion
* Medical Necessity
* Vital Signs
* Pre-Op Checklist

How and to whom will audit results be shared?

What is the expected outcome/result of the audit?

What is the expected timeframe for corrective action (if required)?

What audit record will be created? Maintained? How long?

**Step 2: Audit Checklist**

Form/format

Audit criteria

Scoring

Follow up

**Part II – Actual Audits (Let’s Audit!)**

Case 1

Case 2

Case 3

Case 4

Case 5