

Sample checklist for unannounced audit

Purpose:

To provide an organized agenda for key areas to be reviewed to ensure facility compliance with applicable regulations.

Directions:

Identify a mechanism to select a random sample of the records identified to review and check for compliance.

Should be completed by:

This form should be completed by the regional manager or administrator.

Documents to be reviewed:

- Resident medical records
 - Sample to be determined upon arrival
- Claims
 - Medicare, Medicaid, managed, and other payer for the most recent billing month
- Admitting documents
 - Admission agreement
 - Representative payee documents
 - Benefit verification for all payers
 - Medicare secondary payer questionnaire
- MDS
 - Assessment schedules
 - MDS validation reports
 - Care conference schedules
- Rehabilitation services
 - Evaluations/reevaluations
 - Progress notes
 - Discharge planning documents
 - Therapy service logs