

## COMPLIANCE PROGRAM / STAFF MEETING CHECKLIST

MONTH : \_\_\_\_\_

PHYSICIAN : \_\_\_\_\_

**Note:** discussion should consist of identifying corrective steps and action to avoid recurrence.

- 1) Review and discussion of new CHEC policies.
- 2) Review and discussion of Government / Insurance policies.
- 3) Review and discussion of Medicare "Part B" news.
- 4) Review and discussion of Patient Satisfaction survey results.
- 5) Review and discussion of status of Transcription.
- 6) Review and discussion of specific audit results.
- 7) Review and discussion of EOBs.
- 8) Review and discussion of educational information. (e.g., audio/video tapes, booklets, etc.)
- 9) Federal and State anti-kickback statutes, antitrust, stark ban on self-referral acts, HIPPA's, anti-beneficiary inducement provisions and their effect on transportation services, advertising and marketing prohibitions.
- 10) OSHA compliance. (e.g., opportunity, identify and discuss health risk factors)
- 11) FDA compliance.
- 12) Controlled substance act requirements.
- 13) Labor laws.
- 14) Informed consent issues.
- 15) Employee suggestions for improvement in current processes and procedures.
- 16) Encourage staff to report, discuss compliance issues/concerns. (E.g., in meeting, in writing, hot line, anonymous)
  - Yes       No      If yes, specify \_\_\_\_\_
- 17) Review and discussion of in advance of potentially disallowed procedure. "Medically Unnecessary" form.
- 18) Review and discussion of routinely collection of patient co-pays.
- 19) Review and discussion of new, deleted, changed CPT codes.
- 20) Review and discussion of proper / supporting documentation and ICD-9 medical necessity and following sheet. (documentation to consist of patient's progress, response to treatment and revision/update of diagnosis.)

- 21) Review and discussion of patient confidentiality guidelines and medical record legal copy guidelines.
- 22) Review and discussion of patient / employee complaints.
- 23) Review and discussion of patient satisfaction.
- 24) Identify and discussion of health risk / safety factors.
- 25) Review, update, and discussion of fee tickets (every six months)  
-does it contain/describe accurate modifiers.
- 26) Review, update, and discussion of CHEC fees, and fee changes (annual).
- 27) Review, update, and discussion of procedure manual(s) (yearly).
- 28) Review and discussion of in-office “hotline” for reporting potential compliance infractions.

**SUMMARY OF MONTHLY REVIEW**

Number of medical records reviewed : \_\_\_\_\_

Of the records reviewed, the following was found:

Coding Errors:

- \_\_\_\_\_ were upcoded.
- \_\_\_\_\_ were undercoded
- \_\_\_\_\_ were miscoded / charged
- \_\_\_\_\_ were incorrectly modified
- \_\_\_\_\_ were unbundled
- \_\_\_\_\_ other \_\_\_\_\_

Of the above errors, \_\_\_\_\_ were re-filed to appropriate insurance company.

Of the records reviewed, the following was found:

Billing Errors:

- \_\_\_\_\_
- \_\_\_\_\_

- Minutes recorded of Staff meetings/trainings.

Compliance Officer Signature : \_\_\_\_\_

Date : \_\_\_\_\_