

## **Part B Insider (Multispecialty) Coding Alert**

### **Clip and Save: Let This Self-Audit Checklist Be Your Guide**

#### **Consider 9 criteria when you sit down with your audit materials**

If you don't know quite where to begin when you perform your first self-audit, keep this handy reference as a guide to remind you what types of questions you should be asking yourself. For each chart, make sure you can answer the following questions and you'll know you've done a thorough job:

- Does the documentation support the level of service billed?
- Does the documentation support the CPT and/or HCPCS codes billed?
- If the physician coded a consult, does documentation of a request from a third party exist in the chart? Does the chart contain a written consult report back to the third party?
- Did the physician use modifiers correctly?
- Does the documentation support the ICD-9 codes the practice reported?
- Did the physicians sign and date all entries?
- Is the chart legible?
- Is the name and identification number of the patient and provider on each page of the medical record and claim form?
- Does the patient identification sheet include completed biographical data, including the patient's address, employer, home and work telephone numbers, and marital status?