

BILLING INTEGRITY REVIEW

Review Date: _____

Provider Name: _____

Reviewer: **Ann Klimp**

ITEM	DESCRIPTION	Possible Score	Actual Score	COMMENTS	SOURCE DOCUMENTS TO PROVE COMPLIANCE
1.1	Is there evidence that the provider utilizes the KCMHSAS corporate compliance training module or has a corporate compliance program which includes information related to but not limited to: The False Claims Act, Whistleblower Act, the concepts of and how to recognize fraud, abuse and waste, etc?				
1.2	Is there evidence that all individuals involved with any aspect related to the billing of services or the rendering of services are aware of whom and how to make a good faith report to as it relates to billing concerns?				
1.3	Does the organization conduct periodic voluntary in-house claims reviews or outsource this to a neutral third party?				
1.4	Is there a documented system to report these results to management/board of directors and train staff as necessary?				
1.5	When errors are identified internally or through outside third parties is an appropriate corrective action plan developed and implemented by the organization to address these findings?				
1.6	Is there evidence that the billing of services is done only through primary source documents such as the service note and not off a calendar, timesheet, etc?				

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1.7	Is there is evidence that the individual(s) charged with the responsibility of submitting claims have received appropriate training on how to enter a claims and what documentation must be included to submit a claim for payment?				
1.8	Is there evidence that the individual(s) charged with the submitting of billed services do not alter the source documents?				
1.9	Is there an organization system in place to address the appropriate course of action to follow when an individual submitting a claim identifies an error/omission within the source documentation?				
1.10	Is there evidence that the billing of claims is done only after the service has been rendered?				
1.11	Is there is evidence that the organization has in place a documented system to periodically review any of the above findings and assess whether there are any trends/patterns with the data and what actions should be taken to address these findings as well as to assess the overall level of organizational compliance as it relates to billing integrity?				

TOTAL SCORE **0** **0**
N/A