

HH Compliance Review Tool	
<u>Part 1 General HH Review</u>	<u>Action/or Findings</u>
Review of Compliance Plan	
Review of Policy and Procedure Manual	
Review of contracts with Providers- PT, OT, ST, MD, RN	
License review of both contract employees and employees	
Review of Complaint Logs	
Review of past Surveys	
Notice of Legal Rights (42CFR 484.10(a)1)	
Record Retention Policy	
CLIA certificate for reference labs on file	
HHA's CLIA waiver certificate on file	
Review of cost report:	
Costs are not claimed unless they are reimbursable, reasonable, and based on appropriate and accurate documentation	
Allocations of costs to cost centers are based on supported by verifiable and auditable date	
Unallowable costs are not claimed for reimbursement	
Costs are properly classified, for example time allocated between reimbursable and non reimbursable	
Medicare FI prior year audit adjustments are implemented and either not claimed for reimbursement, or if claimed are clearly claimed as protested amounts	

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All related parties are identified	
All related party charges are reduced to the cost of the related party	
Return of overpayments, including those resulting from an internal review or audit, are properly reflected	
Procedure in place to notify the carrier, if there are errors, after the submission	
Billing:	
Credit balances are refunded as appropriate	