

EMERGENCY DEPARTMENT AUDIT PLAN

Audit Description	Risk Level Assigned	Quarter Audit Planned	Responsible Party /Notes /Comments
EMTALA – Review of risk of transfer forms to determine completeness (i.e. risks and benefits notes, signed, etc).	Medium	3 rd	Dan Jones will perform a review of all transfer forms completed in the 2 nd quarter (Jan – Mar) and provide finding to Susan Smith in the 4 th Qtr.
EMTALA – Review of central log to determine completeness. Also determine if prior central logs are retained according to record retention schedule (5 years)	Low	3 rd	Lori Langley will perform a review of the central log for the month of April and provide findings to Susan Smith in the 4 th Qtr.
Evaluation & Management Facility Coding – Conduct a documentation and charge review to determine if assignment of E&M facility level coding is accurate (focus on levels 3-5).	High	2 nd	Jim Doe will perform a probe review on a random sample of 15 Emergency Department claims for services provided in January and report findings to Susan Smith in the 3 rd Qtr.

Note: Susan Smith is the Emergency Department Director. She will complete a summary of the findings of her audit plan to the Compliance Department.