



PHYSICIAN CHECKLIST: SUBMITTING MEDICAL RECORDS IN RESPONSE TO AN AUDIT REQUEST

- Ensure all requested medical records are included.
- Ensure all medical records are up-to-date, including all laboratory and test results.
- Ensure no portion of medical record was cut-off or omitted in copying, including both sides of two-sided copies.
- Ensure patient's name is on every page of medical record documentation.
- Ensure all information in medical record is legible. If not, provide a transcription.
- Ensure a legible full signature is contained in the documentation. If the signature is illegible, or contains only initials, submit a signature log or an attestation statement. If an unusual test or procedure was performed relative to patients with similar diagnosis, provide an explanation.
- Provide medical records in the format requested by auditor.
- Date and page-stamp all correspondence.
- Provide name of individual within the physicians' office to whom the auditor should address any questions.
- Verify records are sent to the correct address.
- Send records in a format that allows verification of delivery and retain record of delivery.
- Retain copies or scan all correspondence and medical records sent to auditors.
- Request reimbursement for copies where permitted by law or the entity seeking medical records.

The information provided herein constitutes general commentary and is not intended to provide legal advice. This checklist should not be considered legal advice and receipt of it does not create an attorney-client relationship.