

# NAMAS AUDIT SERVICES FAQ

## For audits of all sizes and all specialties



### ○ SHAREFILE ACCESS

This is a cloud based secure site for secure data exchange throughout the audit project. Whether to upload the documentation for the review, or to receive completed reports, ShareFile will be used as a HIPAA secure retrieval system

### ○ AUDIT SAMPLE

Typically, the Client selects the sample, however, our team is always happy to help. To create a sample that extends beyond E&M, run a productivity report per provider and select the most commonly reported services that fit within the scope of your audit plan. For E&M audits, chose patients with varying degrees of complexity to provide an inclusive audit. The idea is to create an audit that is comprehensive in criteria and narrow in parameters and budget. Choose patients from any schedule within the past few weeks.

### ○ BILLING RECORDS

Billing information IS REQUIRED for a thorough audit process, and the most accurate source of the billing information is the CMS 1500 claim form. The purpose is to audit the appropriate modifier usage, the rendering vs. billing provider, appropriate connections between reported and billed diagnosis and CPT codes, and much more.

### ○ SAMPLE SIZE

Often asked is how many services should be included in an internal audit review. The Federal Register reference an active Compliance Plan for a small to mid size group (no definition) as few as 5 encounters per provider. We recommend you include more than 5, however, before creating large samples that are hard to manage with straining budgets, keep in mind that even doubling or tripling that number is a viable sample that could begin a review. A scope can always be expanded if necessary.

### ○ POLICIES & STANDARDS

When auditing, NAMAS adheres to CMS National Carrier Guidance, seconded by the MAC with jurisdictional coverage in the region, and also by internal policy and standards by your organization provided they are submitted to us in writing prior to start of the audit process. Auditing certainly has areas of subjectivity and therefore internal policy is necessary. These policies vary by organization, and it is our goal to process your audits as if we were your internal team.