




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 6002	Internal Audit
Origination Date: March 19, 2003	
Revision Date: February 2004; April 2, 2009, September 25, 2012, September 30, 2013, April 22, 2016	
Reviewed Date: March 2005; January 13, 2006; May 4, 2007; May 2, 2008; May 21, 2010	
Approved:  _____ Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to provide client services based on medical necessity and standardized services guidelines. To ensure that these guidelines are followed, internal audits will be performed on identified agency programs on a regular basis. Additionally, the audit will assure that services are billed as provided and that documentation exists to support the billing. The audit will be a coordinated effort of the agency's Medical Records Department, Billing, Utilization Management, and the Ethics and Compliance Committee. The audit will be completed by a member of the Ethics and Compliance Committee and/or their designee.

PROCEDURES:

1. The Executive Team/Management Team or the Compliance Officer will designate which agency program will be audited. This decision may be based on external audit feedback or internal information that would require further scrutiny.
2. An audit tool will be utilized based on the department or program to be reviewed. Areas that may require review are: attendance records, billing records, electronic progress notes and Plans of Care, including the signature page
3. The audit results will be compiled and presented to the Executive Team/Management Team.
4. The Executive Team/Management Team will review the results of the audit with appropriate staff and require the development of a Corrective Action Plan, if necessary. The CAP may include: program procedure changes, staff training, organizational changes or paybacks to Medicaid.
5. There may be a follow-up audit to ensure that the Corrective Action Plan was completed.