

Provider QA Review/Audit Preparation Checklist

This form is designed to help Providers prepare for a QA Review/Audit by Salt Lake County Aging & Adult Services. Please refer to your current contract and to the CCTP Provider Training Documents for additional information about each item listed.

During a QA Review/Audit, Providers will be expected to provide documentation that demonstrates that each of the below listed items has occurred. Examples include: copies of training attendance rolls which show employee completion of training requirements; copies of billing records and/or invoices; copies of current licensure; copies of case notes; copies of employee timesheets; etc.

1. Service provision is appropriate and current Service Authorization(s) on file matches the provision of service(s), etc.: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Billing is appropriate and submitted in a timely manner, accurate, service provision matches billing and timesheets, etc.: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Business and staff maintain current licensure: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No