

## Hospice Audit Checklist: Sample Patient Document Request List

Below is a sample listing of documents often requested by auditors whether in person during an on-site visit or through a medical record request.

✓	Type of Document		✓
	Copy of claim, if available	Hospice Termination/Revocation documentation	
	Beneficiary Notice of Liability	Physician Certification of Terminal Illness (both initial and recertifications) and supporting documentation	
	Authorization of Benefits	Face-to-Face Visit documentation	
	Consent for Treatment	Election Statement	
	Signed HIPAA Privacy Notification Forms	Hospice Interdisciplinary Plan of Care	
	Admission Notes	Hospice Referral Form	
	Discharge Notes	Interdisciplinary Team Meeting Notes	
	Notes from: <ul style="list-style-type: none"> <li>• Physician</li> <li>• Nurse Practitioner</li> <li>• Nursing</li> <li>• Hospice Aide</li> <li>• Physical Therapy, Occupational Therapy, and Speech Language Pathologist (include evaluations and plans of care)</li> <li>• Medical Social Worker</li> <li>• Dietitian</li> <li>• Chaplain</li> <li>• Volunteers</li> </ul>	Comprehensive Hospice Assessment	
		Physician Orders	
		Laboratory Reports	
		Any diagnostic testing reports	
		Inpatient Medical Record	
		Medication List	
		History and Physical	
		<u>Any and all other documentation to support services billed</u>	

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