

Hospice Audit Checklist: Sample Business Records Request List

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

✓	Type of Document		✓
	Policy for the provision of prescription drugs and biologicals for hospice patients	Policy for determining a change in the level of care for hospice patients	
	Contract/Agreement(s) between the hospice and any pharmacies and/or pharmaceutical companies	Contract/Agreement(s) between the hospice and any hospitals and nursing homes in which hospice services are/may be provided	
	Contract/Agreement between the agency and its Medical Director(s), to include any compensation arrangement/contract/agreement(s). Include the physician(s) NPI number(s)	Contract/Agreement between the agency and any subcontractor, past or present	
	A list of all agency employees, current or former, to include regular staff, per diem and contracted employees. The listing should include the first and last names, job title, license number, and dates of employment and termination dates	Licenses/certifications for all therapist, nurses, and aides to include regular staff, per diem, and contracted employees	
	A list of any corporate office(s), branches, satellites, or related businesses, along with a copy of the occupational licenses		

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