

DHS Bureau of Early Intervention

Payee Review Checklist – Assistive Technology

COPIES OF THE FOLLOWING DOCUMENTS MUST BE AVAILABLE OR PROVIDED TO THE EARLY INTERVENTION MONITOR FOR COMPLETION OF THE REVIEW: **FISCAL YEAR 2018 (JULY 1, 2017-JUNE 30, 2018)**

ADMINISTRATIVE REVIEW ITEMS

- **PROOF OF PROFESSIONAL LIABILITY INSURANCE-COVERAGE FOR DATES JULY 1, 2017- JUNE 30, 2018**

HIPAA COMPLIANCE DOCUMENTS (MUST BE SEPARATE):

1. **Administrative Directives (see Provider Tool #'s 4-9)**
An internal administrative document that outlines the privacy/security policies and procedures within a providers private office or agency.
2. **Notice of Privacy Practices (see provider Tool #'s 10-11)**
A document that is given to the client that identifies the uses and disclosures of PHI that may be made by the provider as a covered entity, the clients rights and the providers legal duties with respect to PHI

FILE REVIEW ITEMS

- **AUTHORIZATION(s)**
- **DELIVERY TICKET(s)**
- **ALL INSURANCE EOBs AND COMPLETED CLAIMS THAT WERE SUBMITTED TO CBO NEED TO BE AVAILABLE UPON REQUEST OF THE MONITOR **THESE DO NOT NEED TO BE MAILED IN WITH REVIEW MATERIAL****

ADDITIONAL REVIEW NOTES:

PLEASE CONTACT YOUR MONITOR OR VISIT THE WEBSITE AT WWW.EARLYINTERVENTIONMONITORING.ORG FOR ANY FURTHER CLARIFICATION.