

## DHS Bureau of Early Intervention

### Payee Review Checklist – Medical Diagnostics

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

##### 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

- **DAILY DOCUMENTATION (EVALUATION/ASSESSMENT)**
- **IFSPs-ENTIRE DOCUMENT THAT COVERS FY 2018 (7/1/17-6/30/18)**
- **ALL AUTHORIZATIONS FOR SERVICES**
- **MEDICAL DIAGNOSTIC REPORT (ONLY FOR THE PHYSICIAN OR DOCTOR THAT COMPLETED THE EVAL/ASSESS)**
- **14 DAY DOCUMENTATION FOR ALL REPORTS**
- **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](http://WWW.EARLYINTERVENTIONMONITORING.ORG) FOR ANY FURTHER CLARIFICATION.