

Auditing Process:

- **BPI referrals must be submitted to BPI 30 days from the first discovery of fraud, waste, or abuse.**

- 1. **Analyze Data, Complaints, or Discovery Audit:** Determine if there are specific areas of concern or irregularities.
- 2. **Define Scope of Audit:** Should consider and document the following items:
 - a. Background
 - b. Purpose
 - c. Scope
 - d. Methodology
- 3. **Develop Test Log/Tool and Select Sample:** Should also consider testing tools and clinical reviews.
- 4. **Compliance Committee Approval:** Review scope of audit.
- 5. **Notification of Audit:** Send request to provider to audit.
- 6. **Kick-off Meeting with Provider:** Provide Scope and Sample.
- 7. **Receive/Review Charts**
- 8. **Claims Review:** Analyze claims according to charts.
- 9. **Closing Meeting with Provider:** Provide overall summaries of the audit.
- 10. **Determine Recoveries and Corrective Action Plans:**
- 11. **Final Report:** Should consider and document the following items:
 - a. Background
 - b. Purpose
 - c. Scope
 - d. Methodology
 - e. Findings (Recoveries and Corrective Action Plans)
 - f. Conclusion
 - g. Individual Recoveries and Detailed Corrective Action Plans.
- 12. **Issue Report to Compliance Committee**
- 13. **Issue Report to Provider**