

# INTER-OFFICE MEMORANDUM



TO: Commissioner Emma Darnell, District 5  
THROUGH: Zachary Williams, County Manager  
FROM: Anthony L. Nicks, Director of Internal Auditing  
SUBJECT: June, July and August Audit Timeline  
DATE: November 13, 2009

NOV 13 2009

In reference to your inquiry concerning the timeline for the completion of the June, July and August audits of the Grady Hospital Corporation records for residency and eligibility, please find attached a detail timeline of audit activities for those months. The timelines include a brief description of the all request made to the hospital for data and a listing of when data was received and reviewed by the Auditors. Please note the following regarding these months:

Month	Error Rate	Date Certified	Amount Paid
June	35%	July 15, 2009	*
July	31%	October 20, 2009	*
August	21%	November 3, 2009	**

\* June and July payment in advance of audit in the amount of \$10,000,000.

\*\* August payment not made as a result of the Board Resolution to amend MOU.

If you have any additional questions, please contact me.

ZLW/AN:lt

attachment



## INTER-OFFICE MEMORANDUM

**TO:** Anthony Nicks, Director of Internal Audit  
**FROM:** Herman Hicks, Assistant Internal Audit Manager  
**DATE:** November 12, 2009  
**SUBJECT:** GMH Time Report

Our review of the patients' financial and medical data was completed within the following time frame for the month of June 2009:

- Due date for June 2009 MOU report and supporting patient data is 7/30/2009.
- Received MOU report and supporting patient data on 8/7/2009.
- Submitted sample selection for patients' records to be retrieved on 8/10/2009.
- Prepared a memo on 8/17/2009, noting that the patient data has not been received.
- Grady's response on 8/19/2009: "awaiting patient access services to provide the documentation."
- On 9/10/2009 again inquired about the status of the patient financial records.
- On 9/11/2009 reviewed patients' financial records and selected charges to test from the demographic data reports.
- On 9/14/2009 reviewed additional patients' financial records and encounter forms.
- On 9/16/2009 begin to schedule preliminary findings pertaining to eligibility.
- On 9/18/2009 reviewed additional data retrieved.
- On 9/21/2009 prepared a document request list for the following documentation:
  - ✓ financial data for 3 patients
  - ✓ encounter forms for patient numbers 14 to 96
  - ✓ identification and eligibility documentation for 20 patients
- On 9/22/2009 went on site to review patient financial folders.
- On 9/22/2009 prepared preliminary report which did not include the encounter forms, pending review.
- On 9/23/2009 loaded the new charge data master (CDM) table into our excel worksheets to access current charge data.
- 9/25/2009 went on site to review additional financial data and encounter forms.
- 9/30/2009 provided a copy of the Schedule of Findings and supporting documentation to the Director of Patient Access Services for review and response.
- On 10/5/2009 Director of Patient Access Services provided responses to our findings.
- On 10/5/2009 reviewed the new policies and procedures implemented by Grady in August 2009.
- On 10/15/2009 reported that the following encounter forms were outstanding:
  - ✓ encounter form #36
  - ✓ encounter form #41
  - ✓ encounter form #46
  - ✓ encounter form #49
  - ✓ encounter form #63
- On 10/16/2009 met with Director of Patient Access Services and the Chief Financial Officer of Grady and discussed June's reportable findings. Also discussed the decision process used to qualify a patient as eligible or ineligible.
- On 10/20/2009 prepared a final report for June 2009.



## INTER-OFFICE MEMORANDUM

**TO:** Anthony Nicks, Director of Internal Audit  
**FROM:** Herman Hicks, Assistant Internal Audit Manager  
**DATE:** November 12, 2009  
**SUBJECT:** GMH Time Report

**Our review of the patients' financial and medical data was completed within the following time frame for the month of July 2009:**

- Due date for July 2009 MOU report and supporting patient data is 8/30/2009.
- Received MOU report and supporting patient data on 8/28/2009.
- Submitted sample selection for patients' records to be retrieved on 8/31/2009.
- On 9/10/2009 inquired about the status of the patient financial records and the urgency for our review to commence.
- On 9/11/2009 reviewed patients' financial records and selected encounter charges from the demographic charge reports.
- On 9/14/2009 reviewed additional patients' financial records and encounter forms.
- On 9/17/2009 prepared a document request list for the following documentation:
  - ✓ financial data for 4 patients
  - ✓ encounter forms for all patients
  - ✓ identification and eligibility documentation for 23 patients
- On 9/18/2009 reviewed the testing and documentation work papers assembled.
- On 9/22/2009 went on site to review patient financial folders.
- On 9/23/2009 prepared preliminary report which did not include the encounter forms, pending review.
- 9/25/2009 went on site to review additional financial data and encounter forms.
- 9/30/2009 provided a copy of the Schedule of Findings and supporting documentation to the Director of Patient Access Services for review and response.
- On 10/5/2009 Director of Patient Access Services provided responses to our findings.
- On 10/5/2009 reviewed the new policies and procedures implemented by Grady in August 2009.
- On 10/15/2009 reported that the following encounter forms were outstanding:
  - ✓ encounter form #17
  - ✓ encounter form #85
  - ✓ encounter form #87
- On 10/16/2009 met with Director of Patient Access Services and the Chief Financial Officer of Grady and discussed July's reportable findings. Also discussed the decision process used to qualify a patient as eligible or ineligible.
- On 10/20/2009 prepared a final report for July 2009.
- Revised the July report on 10/21/2009.



## INTER-OFFICE MEMORANDUM

**TO:** Anthony Nicks, Director of Internal Audit

**FROM:** Herman Hicks, Assistant Internal Audit Manager

**DATE:** November 3, 2009

**SUBJECT:** GMH Time Report

### August 2009 Time Line Activity:

1. Received MOU report and data on September 25, 2009 (Friday)
2. Reconciled the MOU report and supporting data on Sept. 28, 2009 and found discrepancies.
3. MOU report was corrected on Sept 30, 2009
4. Submitted August sample on Sept. 30, 2009
5. On Oct. 5, 2009 received the Demographic reports, which provide a detail of charges incurred.
6. On Oct. 6, 2009 selected August encounter form charges to be tested and submitted to Grady staff to retrieve.
7. Sign for receipt of August 2009 patient financial data & encounter forms on October 13, 2009.
8. Oct. 16, 2009 met with the Director of Financial Counseling at Grady to discuss] revised policies and procedures and other administrative rules.
9. Oct. 23, 2009 completed the Aug. 2009 patient records review.
10. Prepared findings and related documentation and uploaded into server on Oct. 26, 2009.
11. After reviewing Aug. 2009 findings and related documentation, sent a copy to Grady's Director of Financial Counseling Services on Oct. 29, 2009.
12. On November 2, 2009 delivered to the Director of Patient Access Services a flash drive with Aug. 2009 findings and related documentation, along with the final June and July 2009 reports.
13. November 3, 2009 prepared the final August 2009 report.