

# Revenue Cycle Audit Program

## Audit Conclusion and Certification Document

### 1. Audit Summary

<b>Audit Period</b>	[Start Date] to [End Date]
<b>Department/Facility</b>	[Department/Facility Name]
<b>Auditor(s)</b>	[Auditor Name(s)]
<b>Date of Report</b>	[Report Date]

### 2. Objectives

To evaluate the effectiveness and compliance of the revenue cycle processes, identify areas of risk or inefficiency, and provide assurance that revenue recognition and collection practices align with organizational policies and regulatory requirements.

### 3. Audit Scope & Procedures

The scope included review of patient registration, charge capture, coding, billing, collections, and related internal controls. Procedures involved sample testing, documentation review, process walkthroughs, and inquiry with key personnel.

### 4. Findings & Recommendations

[Summarize significant findings here, example:]

- Identified inconsistent documentation in patient billing records.
- Noted delays in claim submission beyond the required time-frame.
- Recommendations include standardizing documentation and implementing a tracking tool for timely claim submission.

### 5. Conclusion

Based on the procedures performed, the revenue cycle processes reviewed are (adequate/inadequate - select one) for ensuring accurate and timely revenue recognition and collection, subject to implementation of the recommendations noted above.

### 6. Certification

I/we certify that the audit procedures described above were conducted in accordance with organizational policies and professional standards. The findings and conclusions presented herein are based on the information and records available as of the audit date.

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Auditor Name & Title

Date: \_\_\_\_\_

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Supervisor/Manager Name & Title

Date: \_\_\_\_\_

### **Important Notes**

- This document must be completed and retained as part of the official audit record.
- Findings should be communicated promptly to management for corrective action.
- The audit does not provide absolute assurance, but reasonable assurance based on sampling and review.
- All confidential patient and financial data reviewed must be handled according to privacy regulations.