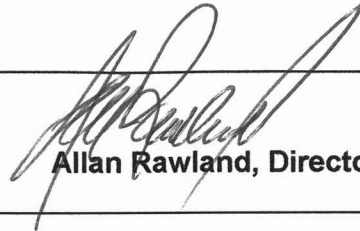


**County of San Bernardino
Department of Behavioral Health**

Post State Audit Procedures

Effective Date 2/01/07
Approval Date 2/01/07



Allan Rawland, Director

Purpose The purpose of this document is to define clearly the procedures of the following parties at the conclusion of a state audit:

- Quality Management
- Medical Records

Quality Management Procedures

Once the audit has concluded Quality Management will:

Step	Action
1	Provide notification to all required parties.
2	Review all Pre-State Audit forms and contact clinics regarding any need for clarification.
3	Submit completed Audit forms to the Fiscal Section for disallowance.

Medical Records Procedures

Once the audit has concluded Medical Records will:

Step	Action
1	Collect all charts from QM.
2	Organize open charts by clinic.
3	Contact each clinic to pick-up their charts in a timely manner.
4	Return all closed charts to the Medical Records section.
