

GENERAL

ENTRANCE CONFERENCE

1. During the first day at the provider site, meet with the administrator or other appropriate personnel to discuss the nature of the audit. During preliminary discussions, ensure that the entrance conference agenda is completed and explain that the following guidelines will govern the conduct of the audit (MIM-4, §4112.8.B):
 - A. Internal control questionnaire must be completed (only if the intermediary is evaluating the provider's internal control structure).
 - B. Problem areas encountered during the course of the review will be discussed with appropriate personnel for resolution.