Anasazi Report/Template Uses for Program Integrity

Name of Report	Type of Information provided/purpose	Who would use it	How often to run it	How to use the information
Client Roster Report - Admissions morning report	Lists clients that were admitted into ESU, EPU, PERT, Hospital, Jail or Crisis House during a date range used	Clinicians, PM, and Admin Support	Daily	This would help determine if services could be claimed, if services need to be edited and reduce the number of claim it anyway reports possibly. Also compare to suspense report.
Client Services Report - Bed Days Service by Unit and Subunit (24 Hour Programs)	Lists the number of bed days provided by a program during the selected date range	Managers (for 24 Hour Programs)	Daily	This would be used to self- audit records of bed days provided by a provider. Also compare to suspense report.
Client Services Listing - Service Data Entry Audit report by Client	This captures all services entered on a specified day or date range regardless of when the services were performed.	Clinicians, PM, and CORS	Daily or Weekly depending on caseload of program	This report is used to audit the accuracy of daily service entry. Review this report prior to claiming services.
Duplicate Services Report	This captures services entry data	PM, Admin Staff and CORS	Weekly	This report is used to capture clients that have more than one service on the same day. Would be used to audit service entry. Review this report prior to claiming services. Especially good for looking at Service Codes 33, 34, 50.
3rd Party Billing Suspense Report	Reports on blocked billing	PM, Admin Staff	Weekly	This report can be used to monitor if staff are using the proper billing methods and give time to make allowable changes.

				Review this report prior to claiming services. *Program must compare to all run reports listed)
Timeliness of Service Entry Report	Records the date the service was provided and the date the service was entered	PM, Admin Staff, CORS	Monthly	This can tell the program how long it is taking them to enter in a service. Can help determine if services are eligible for claiming.
Client Diagnosis Report - Clients with 7999 Diagnosis	Collects diagnosis information	PM, Admin staff	Monthly	This will show diagnosis 7999 that is only allowed to be used for up to 30 days. To use to make sure services are eligible for claiming due to having an approved diagnosis after 30 days.

*Note: Programs must compare reports against each other for consistency of data.