

Internal Coding Audit Tool

Note: this tool is not a substitute for following the coding/documentation guidance required by CMS and your individual payers. This is meant to be used as one method of performing internal office audits to review whether the current documentation in OP will most likely support your level of E/M coding based on best practices.

Existing patients: must pick the highest level met by at least **2 out of 3** areas

New patients: must pick the highest level met by all **3/3** areas

1. History (Chief complaint is *always* required)

All criteria for selected level must be MET or EXCEEDED

HPI (History of Present Illness):

Choose elements:

- ☐ Quality ☐ Location ☐ Duration
☐ Severity ☐ Timing ☐ Context
☐ Modifying Factors
☐ Associated signs/sxs (fever counts here)

OR

Status of 3 *chronic problems*:

- 1.
- 2.
- 3.

ROS (Review of Systems):

- ☐ Constitutional ☐ Eyes ☐ ENT
☐ Resp ☐ CV ☐ GI ☐ GU ☐ M/S
☐ Skin ☐ Heme/Lymph ☐ Endocrine
☐ Neuro ☐ Psych ☐ Allergy/Imm

PFSH (Past Medical, Family, Social Histories):

- ☐ Past Medical History (pertinent items)
☐ Family History (pertinent items)
☐ Social History (pertinent items)

<input type="checkbox"/> Brief 1-3 elements OR Status of 1-2 Chronic conditions	<input type="checkbox"/> Brief 1-3 elements OR Status of 1-2 Chronic conditions	<input type="checkbox"/> Extended 4+ elements OR Status of 3 Chronic conditions	<input type="checkbox"/> Extended 4+ elements OR Status of 3 Chronic conditions
N/A	<input type="checkbox"/> Pertinent to problem 1	<input type="checkbox"/> Extended (Pertinent to problem and other related systems) 2-9 total	<input type="checkbox"/> Complete (Pertinent to problem and all related systems) 10+
N/A	N/A	<input type="checkbox"/> Pertinent 1 area	<input type="checkbox"/> Complete All 3 areas
<input type="checkbox"/> PROBLEM FOCUSED (99212)	<input type="checkbox"/> EXPANDED PROBLEM FOCUSED (99213)	<input type="checkbox"/> DETAILED (99214)	<input type="checkbox"/> COMPREHENSIVE (99215)

2. Physical Exam

3+ vital signs count as 1 bulleted item☐

Limited to affected body area or organ system	Affected body area/organ system & other symptomatic or related organ systems	Extended exam of affected body area/organ system & other symptomatic or related organ systems	Comprehensive multi-system exam
<input type="checkbox"/> 1-5 Bulleted items	<input type="checkbox"/> 6-11 Bulleted items	<input type="checkbox"/> 12+ Bulleted items	<input type="checkbox"/> 2+ on 9 systems
<input type="checkbox"/> PROBLEM FOCUSED (99212)	<input type="checkbox"/> EXPANDED PROBLEM FOCUSED (99213)	<input type="checkbox"/> DETAILED (99214)	<input type="checkbox"/> COMPREHENSIVE (99215)

3. Medical Decision Making (must be included for **new** patients 3/3)

There are 3 components to MDM and two out of three elements (Dx, data review, risk of complications) must be **met or exceeded** for a given level of MDM

****Circle most appropriate for each element after tallying points**

Diagnoses	Data Reviewed	Risk of Complications	Level of MDM
Minimal (1 pt)	Minimal (<1pt)	Minimal	STRAIGHT FORWARD (99212)
Limited (2 pts)	Limited (2 pts)	Low	LOW COMPLEXITY (99213)
Multiple (3 pts)	Multiple (3 pts)	Moderate	MODERATE COMPLEXITY (99214)
Extensive (4 pts)	Extensive (4 pts)	High	HIGH COMPLEXITY (99215)
<p>**Points are additive</p> <p>1pt: self-limited or minor (max of 2 pts) (example URI, insect bite) or established problem stable or improving</p> <p>2pts: established problem, worsening or not improving</p> <p>3pts: new problem with no additional w/u planned (dx complete and treatment initiated)</p> <p>4pts: new problem with additional w/u planned</p> <p>Total points: _____</p>	<p>**Points are additive</p> <p>1pt: review or order clinical lab tests</p> <p>-Review or order radiology tests</p> <p>-Review or order medical test (PFTs, EKG, EEG)</p> <p>**can only get 1 pt for each "kind" of lab testing" so CBC, CMP count as 1, and CRX and US as 1</p> <p>-Discuss test w/performing physician</p> <p>-Decision to obtain old records</p> <p>2pts: review of image, tracing or specimen by independent physician</p> <p>-review and summation of old records and/or obtain history from someone other than the pt and/or discussion of case w/another healthcare provider</p> <p>Total points: _____</p>	<p>Minimal:</p> <p><u>Presenting problem:</u> self-limited</p> <p><u>Diagnostic Procedures:</u> lab test, xray, UA</p> <p><u>Management Options:</u> simple (rest/fluids, bandage)</p> <p>Low:</p> <p><u>Pres prob:</u> 2+ self-limited or 1 stable chronic illness or 1 acute uncomplicated illness/injury</p> <p><u>Dx Proc:</u> physiologic test (PFTs)</p> <p><u>Mgmt Options:</u> OTC meds, minor surgery, OT/PT, IV Fluids</p> <p>Moderate:</p> <p><u>Pres prob:</u> 1+chronic illness w/mild exacerbations or 2+ stable, acute complicated illnesses w/systemic sx's (ex. fever) or uncertain prognosis</p> <p><u>Dx Proc:</u> multiple x rays, CT, MRI, spinal tap,</p> <p><u>Mgmt Options:</u> Rx meds, neb tx, specialist referral, admit</p> <p><i>Example: pneumonia, croup w/distress, significant asthma exacerbation</i></p>	<p>High:</p> <p><u>Pres prob:</u> 1+chronic illness w/severe exacerbations or acute illness w/threat to life or limb, or abrupt change in neuro status</p> <p><u>Dx Proc:</u> myelography, discography</p> <p><u>Mgmt Options:</u> elective major surgery w/risks, IV w/controlled substances, drug tx with intensive monitoring, DNR</p> <p><i>Example: infant with significant RSV bronchiolitis, or acute GE w/dehydration</i></p>