

# SNF Claims Document Request Checklist

Facility: .....

Audit Date: .....

Record # or Resident Name: .....

Document Preparer's Name: .....

## BILLING INFORMATION

Initial: .....

- Census Reports - Detail daily census days for the selected patient for the claim period  
(used to identify leave of absence days and verify interrupted claim period days)
- Uniform Medical Billing Form (UB-04) for each claim month audited
- Remittance Advice (RA) for each claim month audited
- Missing Information: .....

## ADMISSION / DISCHARGE DATA

Initial: .....

- Admission Record
- Admission Notes and Assessments
- SNF Physician History & Physical Reports (H & P Reports)
- Signed Admission orders for the Medicare Patient Stay for the claim(s) reviewed  
Hospital Discharge Records related to three-day qualifying stay period for each claim. Include all hospital information to support the MDS lookback period coding (including IV information for last week in hospital).
- Missing Information: .....

## PHYSICIAN RECORDS, CERTIFICATIONS

Initial: .....

- Signed and Dated Physician Certifications and Recertifications for skilled coverage for the Medicare claim period. Include delayed certification documentation if applicable.
- Signed Physician orders for all services from the start of the patient stay through the end of the claim period.
- Physician Progress Notes during the claim period, including documentation of physician visits either onsite or via telemedicine (including consult visits)  
Any physician Communication Forms or physician query forms during the ARD lookback
- Missing Information: .....

## MDS, Care Plans Data

Initial: .....

- Minimum Data Set (MDS) Assessments to support billing, including Medicare 5-Day MDS, Modified 5-Days MDS (if applicable) and all subsequent Medicare Interim Payment Assessment (IPA) MDS billed on the claim(s) audited (if applicable)
- Active Nursing Care Plans and supporting documentation including the Care Area Assessments (CAA) worksheets and care planning decisions for the claim period
- Restorative Care Plan active during the MDS lookback period and the Medicare claim period
- Missing Information: .....

## FORMS, CLINICAL NOTES, ASSESSMENTS

Initial: .....

- Assessments completed during the Medicare claim period and to support coding on the billed MDS (e.g., Section GG initial three days, if applicable Section GG data for an IPA-ARD date of the IPA and two days prior, falls risk, behavior, weight, cognitive, functional. MNA-malnutrition)
- Clinical Notes during the Medicare claim period (include Nursing Progress Notes, IDT Daily notes, Weekly IDT notes)
- Diagnosis List – including admitting, resolved and new diagnosis from start of Medicare claim period to end of the patient claim period, including Physician signatures (if applicable)
- Missing Information: .....

## THERAPY / REHAB DOCUMENTATION

Initial: .....

- Signed and dated therapy physician orders
- Signed and dated therapy evaluations
- Therapy re-evaluations related to the Medicare stay
- Therapy progress notes and discharge summary if applicable
- Therapy daily notes
- Therapy Minutes Reports or Service Log Matrix
- Missing Information: .....

## PHYSICIAN RECORDS, CERTIFICATIONS

Initial: .....

- Documentation to support resident interviews for Sections C (BIMS) and D Mood-PHQ-9) of the MDS were completed in the lookback period. If Section Z is signed on or before the ARD, no additional documentation is needed.
- Documentation to support coding on Section GG (nursing, therapy) and any interdisciplinary meeting discussions of Section GG performance
- CNA documentation logs for ADL support, bowel and bladder/toileting, and restorative treatments for entire claim period and to support the billed MDS Medication Administration Record (MAR) and Treatment Administration Record (TAR) for claim period
- Skin and Wound sheets for claim period
- Lab and Radiology results for the claim period. Include all COVID-19 test results.
- Weight records for the claim period and to support MDS billed on claim Dietary assessments and dietary notes for claim period, including malnutrition assessments
- Social Service Notes and Assessments for claim period Respiratory assessments and documentation of treatment minutes for MDS lookback period and claim period
- Resident Vaccination and booster dates related to COVID-19, other + lab tests to support isolation
- Missing Information: .....

**Have you or your organization received a Medicare Targeted Probe and Educate (TPE) Audit? If so and you have questions, reach out to our expert consultants at LW Consulting, Inc. Call us at (717) 233-6100 or visit [www.lw-consult.com](http://www.lw-consult.com)**

