MSN Global
Medical Billing & RCM

# Medical Billing Audit Checklist

Use this checklist to review front-end accuracy, coding workflow, claims, denials, payments and accounts receivable controls.

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| **Practice** _____ | **Audit Period** _____ |
| **Auditor** _____ | **Date** _____ |

## Patient Access & Eligibility

- ■ Patient demographics are complete and validated.
- ■ Insurance eligibility is verified before service when feasible.
- ■ Referrals and authorizations are documented when required.
- ■ Coverage changes are communicated to billing promptly.

## Charge & Coding Workflow

- ■ Charges are captured completely and timely.
- ■ Provider documentation supports coded services.
- ■ Coding edits and payer-specific requirements are reviewed.
- ■ Unbilled encounters and charge lag are monitored.

## Claims & Rejections

- ■ Claims are scrubbed before submission.
- ■ Clearinghouse and payer rejections are worked promptly.
- ■ Timely filing limits are monitored.
- ■ Clean-claim and first-pass acceptance trends are tracked.

## Payments, Denials & A/R

- ■ ERA / EOB payments are posted accurately.
- ■ Contractual adjustments and write-offs are controlled.
- ■ Denials are categorized by root cause.
- ■ Appeals and corrected claims are tracked.
- ■ A/R aging is segmented by payer, patient and issue type.
- ■ Credit balances and unapplied cash are reviewed.