

Date: [Insert Date]

To: [Healthcare Provider Name/Department Head]

From: [Internal Audit Department Name]

Subject: Notice of Internal Audit: Billing Practices and HIPAA Safeguards

Dear [Name],

This letter serves as formal notification that the Internal Audit Department will conduct an audit of [Department Name] regarding healthcare provider billing procedures and HIPAA security safeguards.

Audit Objective:

To evaluate the accuracy of medical coding and billing submissions, ensuring compliance with federal and state regulations, and to verify that Protected Health Information (PHI) is handled in accordance with HIPAA Privacy and Security Rules.

Scope of Work:

The audit will cover the period of [Start Date] to [End Date] and will include:

- Review of patient billing records and claim documentation.
- Assessment of coding accuracy and supporting clinical documentation.
- Evaluation of physical and technical safeguards for PHI.
- Verification of staff training records regarding HIPAA compliance.
- Analysis of access controls and data encryption protocols.

Required Documentation:

Please have the following items available for the entrance meeting on [Meeting Date]:

- Standard Operating Procedures (SOPs) for billing and coding.
- A sample of [Number] patient files for the specified period.
- Current list of personnel with access to the Electronic Health Record (EHR) system.
- Recent HIPAA risk assessment reports.

An entrance conference is scheduled for [Date] at [Time] via [Location/Platform] to discuss the audit timeline and process. Please contact [Auditor Name] at [Phone/Email] if you have any questions.

Sincerely,

[Signature]

[Name of Lead Auditor]

[Title]

[Organization Name]