

**THE COUNSELING SOURCE, INC.  
POLICY AND PROCEDURE**

**TITLE:** Financial Planning and Management – Coding Compliance/ Billing Audit

**PURPOSE:** To ensure that billing records match service information in the records of persons served.

**POLICY:** The Counseling Source will conduct a billing audit annually that will compare the billing and coding to determine accuracy of information in the records of persons served.

**PROCEDURE:**

- A random billing audit will be conducted annually on a sample of the charges entered into the billing system. The billing codes and dollar amounts in the billing system (XaktClaim) will be manually audited against the information on the progress notes in the client records.
- The results of the audit will be documented and any input errors will be corrected with the respective payer sources.
- An error rate greater than 5% will result in a data input system review to ensure appropriate and accurate data entry. Billing entry processes will be modified as necessary to ensure accuracy.

**REFERENCED STANDARDS AND REGULATIONS:**

CARF Behavioral Health Standards Manual

**EFFECTIVE DATE:** 1/01/2010

**REVIEWED DATE:** February 2018

---

David F. Turner, Ph.D., Executive Director