# CMS Audit Readiness Checklist for Hospices

Use this checklist to ensure your hospice is prepared for a CMS audit at any time.

## Core Patient Documentation

Signed hospice election statement

Certification and recertification of terminal illness

Face-to-face encounter notes (if applicable)

Updated and signed Plan of Care

Interdisciplinary Group (IDG) meeting notes

Visit notes from all disciplines (nursing, SW, chaplain, aide)

## Eligibility & Decline Evidence

Comparative documentation of decline over time

Physician progress notes supporting terminal prognosis

Documentation of functional status changes (ADLs, mobility, cognition)

Symptom management notes (pain, dyspnea, etc.)

## Administrative Records

Timely signatures from physicians and staff

Complete medication profiles and orders

Durable Medical Equipment (DME) records

Accurate billing and claim submissions

## Audit Preparation

Organized ADR tracking log with deadlines

Point person assigned for audit coordination

Secure method in place for record submission (esMD, fax portal, mail)

Staff trained on defensible documentation practices

■ *Tip: Keep this checklist updated monthly so your hospice is always audit-ready.*