



IPRO 7th Scope of Work Monitoring Plan for Physician Acknowledgement Statements

1. Request a copy of the hospital's procedure for obtaining the acknowledgement statement from physicians including hospital process for file maintenance.
2. Request list of physicians appointed to staff within defined timeframes (defined as all physicians appointed to staff on or after 1/1/04 through 12/31/04).
3. Upon receipt of hospital submitted physician lists, **IPRO will randomly select a sample of up to 15 physicians for review of their Physician Acknowledgement Statement (if five or less physicians all will be selected) and request from the hospital the physician signed statement and the date of their first claim (if any).**

TECHNICAL NOTES:

- IPRO will select the random sample based on information provided by the hospital.
- IPRO WILL REQUEST A COPY OF THE SIGNED ACKNOWLEDGEMENT FOR EACH PHYSICIAN IN THE SELECTED SAMPLE ONLY.
- The IPRO reviewer will determine if the hospital furnished the following notice to the selected sample of physicians on staff treating Medicare patients:

“Notice to Physicians: Medicare payment to hospitals is based in part on each patient’s principal and secondary diagnoses and the major procedures performed on the patient, as attested to by the patient’s attending physician by virtue of his or her signature in the medical record. Anyone who misrepresents, falsifies, or conceals essential information required for payment of Federal funds, may be subject to fine, imprisonment, or civil penalty under applicable Federal laws.”
- The IPRO reviewer will determine that the statement is dated and signed by the physician.
- IPRO will review Medicare inpatient claims data for the sample of physicians selected to determine whether the claims that were submitted comply with the acknowledgement date requirements.
- IPRO’s findings are documented and hospitals are notified of results. If it is found that any of the sampled acknowledgements are incorrect, incomplete or missing, IPRO will require that the hospital correct the deficiency immediately and submit a Performance Improvement Plan (PIP) to prevent future deficiencies. IPRO will notify its CMS Project Officer in these instances.
- For those hospitals requiring PIPs, follow-up monitoring will be in accordance with the performance improvement plan. A statistically valid sample will be selected at the time of follow-up monitoring.
- For those hospitals in compliance with the requirements, monitoring as described above will continue to occur on an annual basis.