

CHECKLIST

A practical audit-readiness checklist for VBC groups





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Audits live in uncertainty by design, but documentation culture is within your control.

Use this checklist to align medical directors, CDI leaders, and compliance around clear, auditable standards.

Each item is a quick yes/no check to gauge your team's audit-readiness.

Key audit-readiness criterion to consider	Check, if YES	Check, if YES
• We explicitly distinguish “supported” from “auditable” in policies, training, and reviews.	<input type="checkbox"/>	<input type="checkbox"/>
• We have a defined pre-edit-window review target and currently meet it (e.g., % of notes reviewed before the window closes).	<input type="checkbox"/>	<input type="checkbox"/>
• We maintain and enforce a “banned as stand-alone evidence” phrase list (e.g., “stable,” “continue,” “monitoring only”).	<input type="checkbox"/>	<input type="checkbox"/>
• We track payer rejects by category and can explain any recent increases (last 90 days).	<input type="checkbox"/>	<input type="checkbox"/>
• We run retrospective reviews on a regular cadence (e.g., quarterly) and close the loop with training, template updates, or policy changes.	<input type="checkbox"/>	<input type="checkbox"/>
• We use a single, documented review standard across teams/sites and audit inter-rater reliability to keep reviewers aligned.	<input type="checkbox"/>	<input type="checkbox"/>
• We can identify high-risk diagnoses/notes today (those we’d worry about explaining to CMS tomorrow) and have mitigation in progress.	<input type="checkbox"/>	<input type="checkbox"/>

If you checked more “No” than “Yes,” it’s time to strengthen your compliance workflow.

DoctusTech’s AI compliance tools review 100% of notes in real time, flag missing MEAT elements, and standardize documentation, without adding work.

See how prevention looks in action. [Book a Demo.](#)