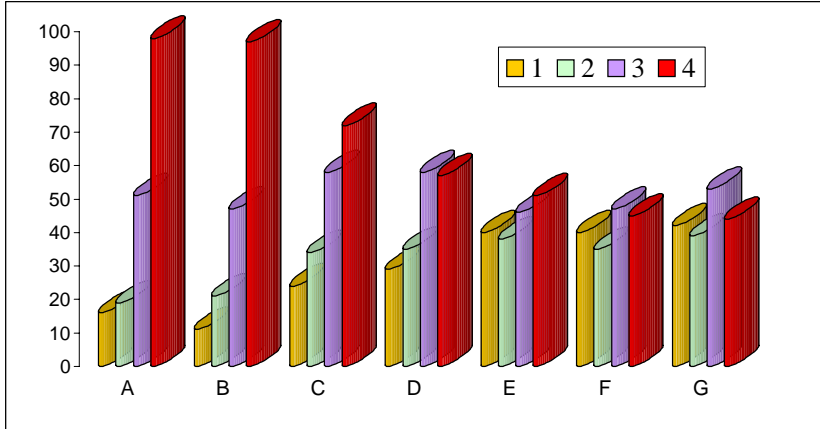


## American Association of Medial Audit Specialists Job Task Analysis Survey Criticality Report

This section rated each item according to *"how important or critical it is"* to the overall performance of the medical auditor's job functions:

- 1 NO IMPACT on overall job performance
- 2 MODERATE IMPACT on overall job performance
- 3 HIGH IMPACT on, and is ESSENTIAL on overall job performance
- 4 EXTREME IMPACT on, and is CRITICAL on overall job performance

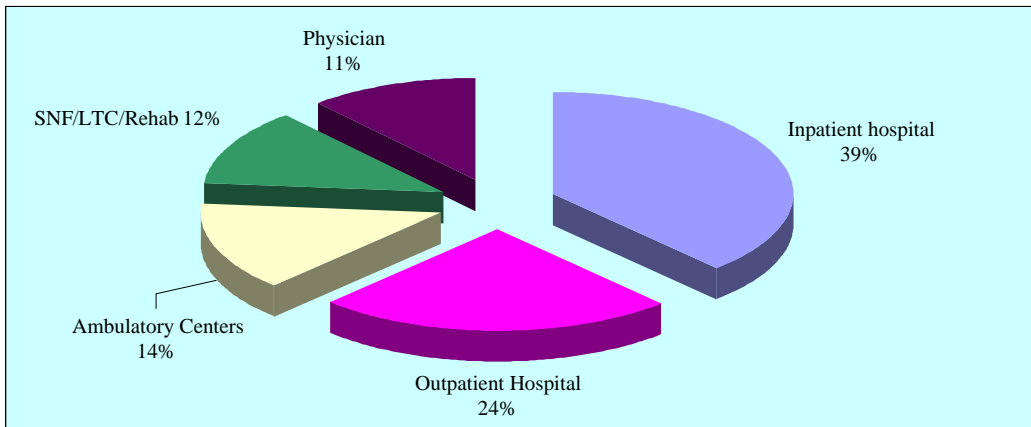
### Professional Standards And Audit Behavior



*How important or critical are the following in the overall performance of your job?*

	1 - No Impact	2 - Moderate	3 - High	4 - Extreme	
<b>A</b>	16	19	51	98	Apply principles of objectivity in performance of medical audit activity
<b>B</b>	11	21	47	97	Apply principles of independence in performance of medical audit activity
<b>C</b>	24	34	58	72	Integrate code/standards of conduct policies in performance of medical audit activity
<b>D</b>	29	35	58	57	Establish/participate in enforcing expectations and systems of accountability
<b>E</b>	40	38	46	51	Establish/monitor appropriate patient access and confidential policies
<b>F</b>	40	35	47	45	Develop/monitor effectiveness of internal control policies
<b>G</b>	42	39	53	44	Participate in goal setting, strategic planning, and mission/vision development activities

### Medical Audit Process and Methodology



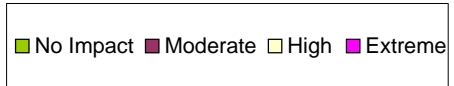
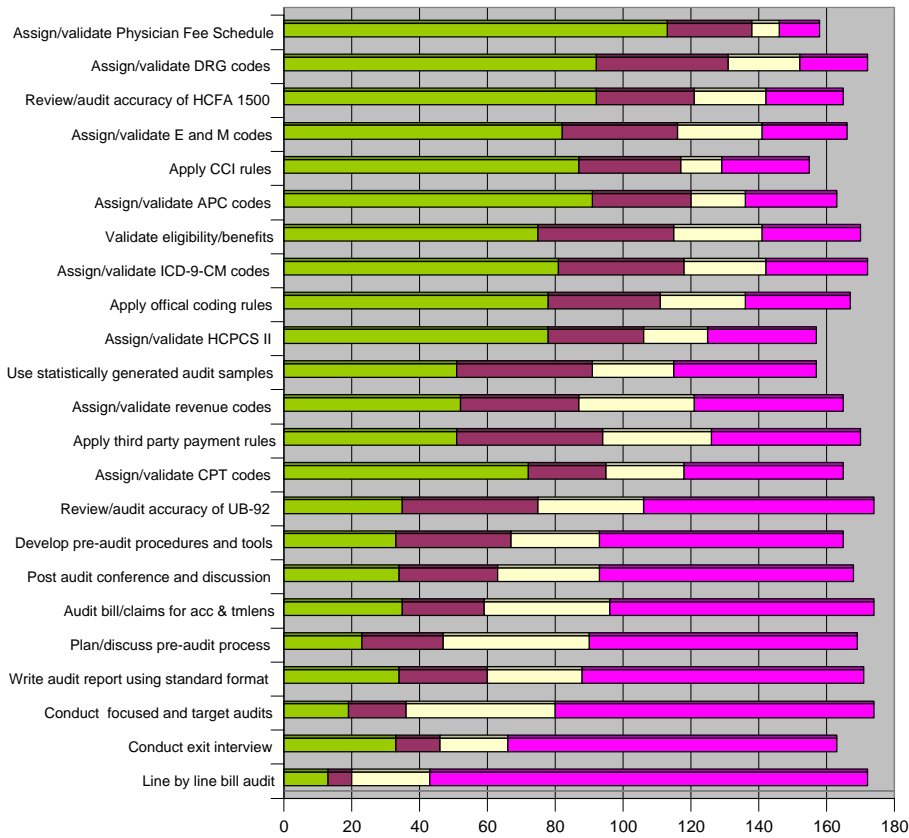
Investigation and verification of charges against medical record documentation is **EXTREMELY** important and **critical** in the overall performance of the job from these settings

# American Association of Medical Audit Specialists Job Task Analysis Survey Criticality Report

## Audit Process, Work Flow and Audit Findings

### MEDICAL AUDIT JOB FUNCTIONS

*The last bar (extreme right) represents job functions that are **critical** in the overall medical audit job performance*

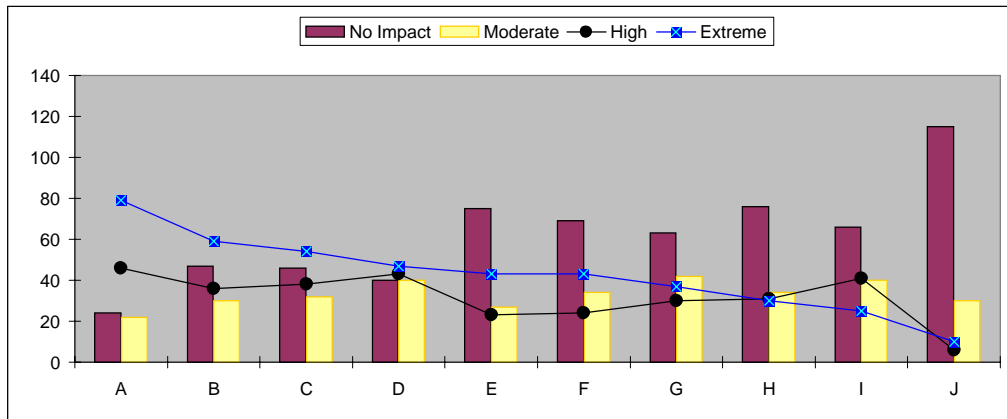


## American Association of Medical Audit Specialists Job Task Analysis Survey Criticality Report

Medical Audit Job Functions that are EXTREMELY IMPORTANT and CRITICAL in the overall job performance

Rank	Score	%	
1	129	10.7%	Line by line bill audit
2	97	8.0%	Conduct exit interview
3	94	7.8%	Conduct focused and target audits
4	83	6.9%	Write audit report using standard format
5	79	6.5%	Plan/discuss pre-audit process
6	78	6.4%	Audit bill/claims for accuracy & timeliness
7	75	6.2%	Post audit conference and discussion
8	72	6.0%	Develop pre-audit procedures and tools
9	68	5.6%	Review/audit accuracy of UB-92
10	47	3.9%	Assign/validate CPT codes
11	44	3.6%	Apply third party payment rules
11	44	3.6%	Assign/validate revenue codes
12	42	3.5%	Use statistically generated audit samples
13	32	2.7%	Assign/validate HCPCS II
14	31	2.6%	Apply official coding rules
15	30	2.5%	Assign/validate ICD-9-CM codes
16	29	2.4%	Validate eligibility/benefits
17	27	2.3%	Assign/validate APC codes
18	26	2.2%	Apply CCI rules
19	25	2.1%	Assign/validate E and M codes
20	23	1.9%	Review/audit accuracy of HCFA 1500
21	20	1.7%	Assign/validate DRG codes
22	12	1.0%	Assign/validate Physician Fee Schedule

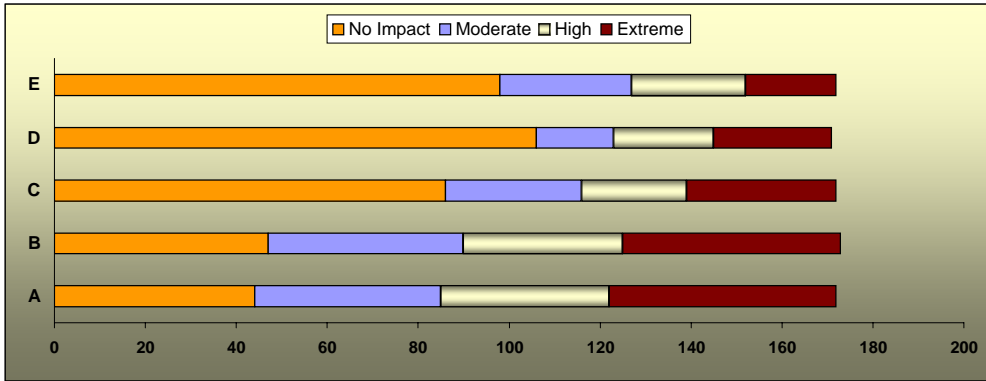
### Other relevant medical audit responsibilities



Rank	% of "extreme" responses	Legend
1	18%	A Provide clinical interpretation and guidance to fellow auditors and staff
2	14%	B Apply regulatory and legislative policies in medical audit activity
3	13%	C Develop/update data base for tracking and trending medical audit findings
4	11%	D Report identified and potential quality and risk management issues
5	10%	E Update/review/maintain charge description master (CDM)
5	10%	F Recommend/approve/monitor use of external auditors or subcontractors
6	9%	G Apply medical necessity rules in audit activity
7	7%	H Prepare/Submit cost benefit and financial impact analysis reports
8	6%	I Apply utilization review criteria and protocols in medical audit activity
9	2%	J Participate/conduct interrater reliability (IRR) audit

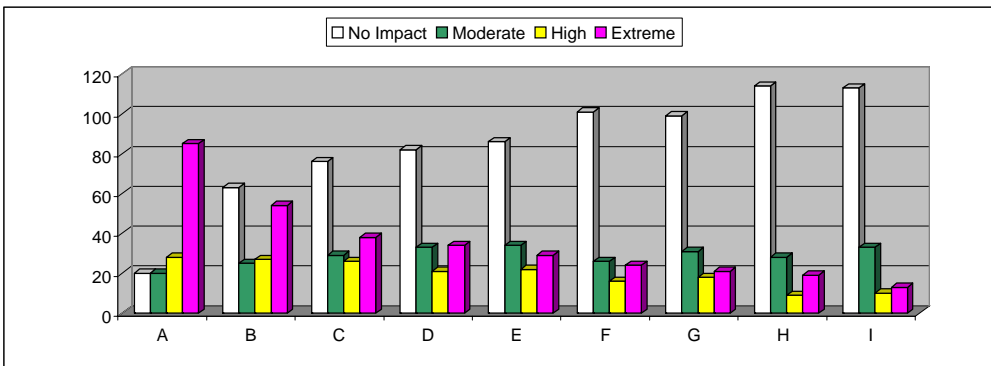
## American Association of Medial Audit Specialists Job Task Analysis Survey Criticality Report

### Quality Improvement Activities, Education and Training



Rank	% of "Extreme" responses	Legend
1	28%	A Recommend process improvement solutions
2	27%	B Participate in education and training of staff
3	19%	C Develop/update/maintain/disseminate training manuals and educational materials
4	15%	D Monitor productivity levels of staff
5	11%	E Develop QA/QI policies and procedures

### Compliance and Special Investigations



Rank	% of "Extreme" responses	Legend
1	26%	A Prepare audit workpapers and report findings
2	17%	B Collaborate/cooperate with external and regulatory auditors
3	12%	C Conduct due diligence and compliance audits using set rules, policies and procedures
4	11%	D Investigate compliance reports and issues
5	9%	E Recommend/monitor disciplinary and corrective action plans
6	8%	F Interpret/apply/disseminate laws, accreditation, licensure and certification mandates
7	7%	G Develop compliance programs
8	6%	H Monitor/apply OIG and GSA sanction list
9	4%	I Develop risk assessment surveys

## American Association of Medial Audit Specialists Job Task Analysis Survey Criticality Report

### Contracts and Negotiations

No Impact	Moderate	High	Extreme	Rank	
83	12	24	39	1	Negotiate with external auditors
115	13	5	15	2	Negotiate with payors
121	16	10	13	3	Review/write contracts

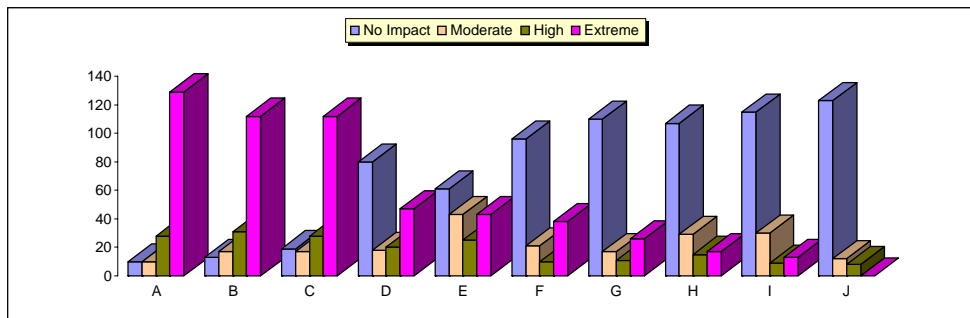
### Denial and Appeals Management

No Impact	Moderate	High	Extreme	Rank	
91	25	13	18	1	Conduct adjustments and payments
105	20	17	17	2	Tracks and review denied claims
97	31	13	15	3	Participate in denial and appeal discussion and follow-ups
119	17	7	14	4	Write appeal letters
101	22	11	9	5	Recommend business process rules

### Health Information Management (Medical Records)

No Impact	Moderate	High	Extreme	Rank	
110	19	20	21	1	Collect data for internal/external use
115	29	8	19	2	Maintain record storage and filing systems
112	19	19	18	3	Perform quan/qualitative analysis of health records
122	23	8	15	4	Abstract/collect records for dept.indices/databases/regs
121	20	14	13	5	Calculate and interpret healthcare statistics
133	15	9	12	6	Monitor and enforce JCAHO standards on HIM
128	20	12	9	7	Evaluate software and coding systems
145	15	2	7	8	Monitor credentialing programs

### Informatics and Technology



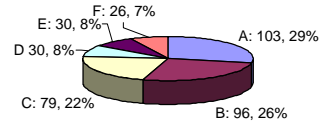
Rank	Legend
1	A Email
2	B Word processing tools (MS Word, Wordperfect etc.)
3	C Spreadsheets and databases (Excel, Access, etc.)
4	D Other commercial billing and auditing systems
5	E Graphics, flow chart, and presentation tools (Powerpoint and others)
6	F Homegrown systems
7	G Coding Systems (Ingenix, Quadramed etc.)
8	H Statistical applications (RATS etc.)
9	I Project Management tools (MS Project etc.)
10	J Antifraud software (STARS etc.)

## American Association of Medial Audit Specialists Job Task Analysis Survey Criticality Report

### Audit Skill

#### Interaction and Communication with ....

No Impact	Mod	High	Extreme	
11	22	34	103	A: Nurses and other clinicians
32	15	23	96	B: External auditors
20	22	49	79	C: Senior management team
63	41	32	30	D: Physicians
79	33	20	30	E: Regulatory auditors
89	29	18	26	F: Attorneys



#### Specific knowledge and skill set required

No Impact	Moderate	High	Extreme	% of "Extreme" responses	
12	14	32	112	17.2%	Clinical Judgement
9	10	33	111	17.1%	Problem Solving
22	23	28	96	14.8%	Nursing Process
46	25	35	60	9.2%	Negotiating
17	36	58	49	7.5%	Accounting/Finance
36	39	46	48	7.4%	HIM Principles
58	34	25	42	6.5%	Project Management
55	37	28	38	5.8%	Quantitative Analysis
66	36	31	35	5.4%	Research
40	45	41	33	5.1%	Statistics
90	32	17	17	2.6%	Proposal Writing
96	40	13	9	1.0%	Programing

#### Leadership and Managerial

No Impact	Moderate	High	Extreme	
55	26	37	49	Participate in internal/external work groups/committees
86	26	22	37	Develop strategic plans, goals and objectives for unit/dept assigned
83	21	33	36	Develop departmental policies and procedures
106	13	14	36	Hire/recommend/terminate staff
104	15	14	35	Conduct performance appraisals
81	21	36	33	Develop productivity, quality control, and process improvement measures
124	13	9	23	Prepare/submit budget
135	9	8	15	Supervise nursing or clinical staff
129	15	12	13	Supervise billers/patient accounting or claims personnel
140	12	6	8	Supervise coding, MT or HIM personnel

### Medical Audit Environment

#### Application of laws, guidance, standards, guidelines and other accrediting bodies

No Impact	Moderate	High	Extreme	% of "Extreme" Responses	
14	10	28	106	14.2%	HIPAA
24	14	22	90	12.0%	State mandated laws
20	21	22	84	11.2%	National Audit Guidelines
33	18	23	84	11.2%	Medicare/Medicaid Policies
61	16	21	51	6.8%	National Coverage Issues
50	28	28	51	6.8%	JCAHO
73	13	18	47	6.3%	Medicare Integrity Program
58	25	18	46	6.1%	OIG Compliance Guidance
68	19	16	40	5.5%	Health Insurance reimbursement methodology
86	26	11	21	3.0%	GAAP Principles
90	28	9	19	2.5%	UM/UR Guidelines (Interqual, Milliman)
101	17	12	15	2.0%	CIA Audit Rules
107	16	7	13	1.7%	GASP Principles
108	13	8	13	1.7%	NCQA/Hedis
97	25	10	13	1.7%	DHHS Audit Process
114	15	4	10	1.3%	Sarbanes-Oxley Act
110	16	6	9	1.2%	US Sentencing Rules
110	17	9	8	1.1%	AICPA standards