Washington State Health Care Authority (HCA)
Public Hospital-Public Hospital District
Medicaid Administration Claiming
(PH-PHD MAC)
<u>Audit File Guide</u>

PH-PHD:　　　　　　　　　*Year*:　　　*Quarter:*

PH-PHD Medicaid Administrative Claiming (MAC) Interpreter Service Interlocal or Interagency Agreement
- Location of original signed PH-PHD MAC Interpreter Services Interlocal or Interagency Agreement
- Copy of the PH-PHD MAC Interpreter Services Interlocal or Interagency Agreement

PH-PHD Medicaid Administrative Claiming (MAC) Program Manual
- HCA Website Location of PH-PHD MAC Interpreter Services Program Manual
- Access to the HCA Website Location of PH-PHD MAC Interpreter Services Program Manual

PH-PHD MAC Interpreter Services Organization Chart
- CEO/Administrator/Superintendent
- CFO and Business Manager
- Director over Interpreter Services
- PH-PHD MAC Interpreter Services Billing Agent(s) if any
- PH-PHD MAC Interpreter Services Coordinator(s)
- PH-PHD MAC Interpreter Staff by Claiming Unit(s) if any

PH-PHD MAC Interpreter Services Employee Documentation
- Licenses and Interpreter Certification, Approval or Authorization Documents
- Program Administrative and Interpreter Staff List Documentation and Position Descriptions
- Salary and Benefit Information and Interpreter Service Logs, Service Hours, Other related Staff and Salary Information
- Signed Interpreter and Translator Professional Code of Conduct Forms
- Program Administrative and Interpreter Staff Background Check Documentation

PH-PHD MAC Interpreter Services Subcontractor Documentation
- List of all Interpreter Services Subcontracts
- Location of all original signed Interpreter Services Subcontracts
- Copy of all Interpreter Services Subcontracts and sub-Subcontracts
- Licenses and Interpreter Certification, Approval or Authorization Documents
- Signed Interpreter and Translator Professional Code of Conduct Forms for all Subcontractor Interpreters providing services to patients or their official representatives
- Subcontractor Administrative and Interpreter Staff Background Check Documentation

PH-PHD MAC Interpreter Services Medicaid Eligibility Rate (MER)
- Quarterly MER Certification(s), Calculation Detail files and Back-up Information

Copies of PH-PHD MAC Interpreter Services Billing Documentation

- Copies of signed Quarterly A-19 Invoice Voucher, Cost Summary for, and other Billing Workbook Worksheets for each quarter of the State Fiscal Year
- Subcontractor Invoices for services provided under the PH-PHD MAC Interpreter Services contract and Related Invoice Billing and Cost Detail Information/Reports
- Signed Annual Local Match Certification
- Detail of Claimed Costs
- Indirect Cost Rate Certification, Methodology Description and Back-up Documentation
- Certified Public Expenditure Funding Sources, Descriptions and Back-up Documentation

Other Contracts/Agreements

- Consultant and/or Billing Agents Contract(s)
- Any other Interpreter Services related contracts

MAC Training Documents

For each Training Event:
- MAC Training Rosters with date, location, names and signatures of participants, and names of trainers
- Copies of Training Materials used—includes consultant and PH-PHD materials
- Subcontractor MAC Training Documentation

MAC Monitoring Documents

MAC Program Monitoring Reports

MAC Audit Reports

State and/or Federal Audit Reports or Reviews that include findings for the MAC Interpreter Services program and any related documents and Corrective Action Plans.

This Public Hospital Medicaid Administrative Claiming Audit File Binder Organizes Documents and Materials for State Fiscal Year (SFY) <u>XXXX</u>

Medicaid Administrative Claiming Interpreter Services Interlocal or Interagency Agreement

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Medicaid Administrative Claiming Interpreter Services Program Manual

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Interpreter Services Organization Chart

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Employee Documentation

State License, Certification, Approval, Authorization Documents For Each Interpreter

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Employee Documentation

Staff Interpreter List and Position Descriptions

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Employee Documentation

Interpreters' Salary and Benefit Information, Interpreter Services Logs and Hours, and Other Staff and Salary Information

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Employee Documentation

Signed Language Interpreter and Translator Professional Code of Conduct Forms

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Employee Documentation

Program Administrative and Interpreter Staff Background Check Information

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Subcontractor Documentation

List of Interpreter Services Subcontractors

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Subcontractor Documentation

Location of all Original Signed Interpreter Services Subcontracts and Subcontractor Subcontracts with other Entities

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Subcontractor Documentation

Copy of all Signed Interpreter Services Subcontracts and Subcontractor Subcontracts with other Entities

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Subcontractor Documentation

For all Subcontractors: Licenses and Interpreter Staff Language Certification, Approval, and/or Authorization Documentation

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Subcontractor Documentation

For all Subcontractors and their Interpreter Staff: Signed Interpreter and Translator Professional Code of Conduct Forms

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Contractor or Subcontractor Documentation

Contractor or Subcontractor Contracts with the WA State General Administration re: Telephone Interpreting Services

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Subcontractor Documentation

For all Subcontractors and their Administrative and Interpreter Staff: Background Check Documentation

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MER Files

Quarterly MER Certifications, Calculation Detail Files and Back-up Documentation and Information

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Contractor Invoice Documentation

Copy of Signed Cost Summary, A19 Invoice and Other Billing Workbook Worksheets for each Claiming Quarter

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Contractor Invoice Documentation

Subcontractor Invoices and Related Invoice Billing and Cost Detail Information, Documentation and Reports

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Contractor Invoice Documentation

Signed Annual Local Match Certification for the State Fiscal Year

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Contractor Invoice Documentation

Detail of Claimed Costs

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Contractor Invoice Documentation

Indirect Cost Rate Certification, Detail of the Calculation Process, Methodology Description and Back-up Documentation

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Contractor Invoice Documentation

Certified Public Expenditure Funding Sources, Descriptions and Back-up Documentation

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Other Contracts or Agreements

Consultant or Billing Agent Contracts or Agreements

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Other Contracts or Agreements

Related to Interpreter Services

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Contractor
Medicaid Administrative
Claiming
Training Rosters

Place behind this divider.

Contractor
Medicaid Administrative
Claiming
Training Materials

Place behind this divider.

Subcontractor Medicaid Administrative Claiming Training Rosters

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Subcontractor Medicaid Administrative Claiming Training Materials

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Medicaid Administrative Claiming Monitoring Reports

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Medicaid Administrative Claiming
State–Federal Reviews, Audits, Corrective Action Plans

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