

Appendix C - 2012 PCOG Program Audit Schedule of (Insert Sponsor Name and Audit Dates)

CMS Audit Lead: (Insert Name) (Insert Phone #)
 Entrance Conference Monday, (Insert Date/Time)
 Onsite and Webinar Dates: (Insert Dates)

Audit Area	CMS Team Lead	(Insert Sponsor) POC Onsite	Monday (Insert Date)	Tuesday (Insert Date)	Wednesday (Insert Date)	Thursday (Insert Date)	Friday (Insert Date)
Formulary (Onsite)			Start Formulary Denied Claims Review 1pm CT	Continue Denied Claims Review 8am-1pm CT Begin Transition New, 1pm - 5pm CT	Continue Transition New 9am - 1pm CT Begin Transition Existing, 1pm - 5pm CT	Continue Transition Existing, 9am - 1pm CT, Wrap-up and complete pending issues, 1pm - 5pm CT	Exit Conference (Time TBD)
CDAG (Onsite)			11-12 CST Begin Grievances 12-1:15PM CST Lunch Break Grievances 1:15PM - 5PM CST	Clinical Appropriateness w/Dr. Kelman 8AM-12PM CST (9AM -1PM EST) Lunch Break 12-1:15PM CST Finish Grievances or Start Effectuation Timeliness 1:15-5PM CST	Effectuation Timeliness 8 - 12PM CST Lunch Break 12 - 1:15 PM CST 1:15PM - 5PM CST Effectuation Timeliness	Effectuation Timeliness 8AM - 12PM CST Lunch Break 12PM - 1:15 PM CST Effectuation Timeliness 1:15 - 5PM CST & Wrap Up	Exit Conference (Time TBD)
ODAG and Part C Access (Onsite)			Start Effectuation Timeliness 1pm CT - 5pm CT	Effectuation Timeliness 8am CT - 12pm Grievances 1pm CT -5pm CT	Clinical Appropriateness w/Dr. Kelman 9am CT-1pm CT (10am ET-2pm ET) Grievances 1pm-5pm CT	Dismissals 8:00am CT-2pm CT Part C Access 2pm CT -5pm CT	Exit Conference (Time TBD)
Compliance (Onsite)			Start Document/Sample Review 1pm CT- 5pm CT	Review of Documentation/Samples 8am CT-12pm CT Compliance/SIU Personnel Interviews 1pm CT - 5pm CT	Internal Monitoring/FWA Monitoring Walkthroughs 8am CT- 12pm CT Board Member/CEO Interviews, FDR Monitoring Walkthrough 1pm CT- 5pm CT	Conclude Sample Review 8am CT - 12pm CT Follow-up interviews 1pm CT - 5 pm CT	Exit Conference (Time TBD)
Agent Broker (Webinar)			Start Agent/Broker Licensure/Appointment approx. 12noon CT - 4pmCT	OEV Process: 8amCT - 4pmCT	Complaints: 8amCT - 4pmCT	Training and Testing, finish any outstanding OEV and Complaints reviews, Wrap-up in the afternoon: 8amCT - 4pmCT	Exit Conference (Time TBD)
Enrollment/Disenrollment/ LEP (Webinar)			Start Review 1pm CT to 4pmCT	Enrollment/Disenrollment/LEP 8amCT to 4pmCT	Enrollment/Disenrollment/LEP 8amCT to 4pmCT	Enrollment/Disenrollment/LEP 8am CT to 12 pm CT Wrap- 12pm to 4pm CT	Exit Conference (Time TBD)