

The Health Care Auditing and Monitoring Tools manual consists of more than 100 tools, policies, procedures, and job descriptions donated by HCCA members. These documents are used in compliance programs and they can help you, too. This manual can save time and money as you implement or improve your auditing and monitoring program.

Just as auditing and monitoring are ongoing activities, this manual is an evolving resource that will be updated twice a year to reflect new regulations and compliance concerns. Subscribers to updates will receive more auditing and monitoring tools, policies, advice to strengthen their compliance programs. The original purchase of Health Care Auditing & Monitoring Tools is \$395, which includes the first two updates for free. Afterwards, HCCA members can subscribe to annual updates for \$195. Moreover, the manual includes a suggestion form that allows users to recommend documents for updates.

Health Care Auditing & Monitoring Tools contains three main sections:

Auditing & Monitoring Practices for Effective Compliance—This book, edited by John E. Steiner, is a legal primer about auditing and monitoring. Compliance experts discuss basic monitoring and auditing issues, voluntary monitoring and auditing, and mandatory auditing and monitoring.

Tools and policies submitted by HCCA members—This collection of documents represents a wide range of auditing and monitoring activities and include broad checklists for evaluating a compliance program to documents that address specific issues such as Psychiatric Partial Hospitalization Audit Program Worksheet. Documents submitted by members have been categorized into the following major sections: Planning and Conducting Audits; Billing and Coding; HIPAA, Privacy, Security; Evaluation/Management; Outcomes; and Job Descriptions.

Appendix—This supplement is composed of eight articles written by the HCCA/AHIA Focus Group. These articles, which appeared in *Compliance Today*, address a wide spectrum of auditing and monitoring issues, from defining auditing and monitoring to using computer-assisted audit techniques.