

## Best Practices for Retaining Audit Documents

The best time to prepare for a post-payment audit is when you submit an attestation.

The Audit Team recommends the following steps:

- Records should be kept in one designated area and can be easily accessed by authorized staff in the event of being chosen for a post-payment audit
- Have all passwords and log in data accessible to authorized staff
- Retain ALL relevant supporting documentation (including screenshots) used in the completion of your MAPIR Application for six years post-attestation. This includes documentation to support data for Meaningful Use Objectives and Clinical Quality Measures (CQMs), any exclusions that were taken, and a Patient Volume Report in an Excel spreadsheet.
- Retain documentation that's in either paper or electronic format, to include screenshots
- Download and/or print a copy of your MAPIR application *at the time of attestation and* retain for your records. The reporting dates on your MU report should match the dates in your attestation