CLEARFILE LLC

The 20-Point Audit-Ready Checklist



Check your agency against the 20 things auditors and payers look for. Every unchecked box is a gap - and every gap is fixable.

1 Employee files — 8 CHECKS

- [ ] **Every employee file includes** a signed job application and offer letter.
- [ ] The **handbook acknowledgment** is signed and dated.
- [ ] Core policies are acknowledged: **attendance, conduct, confidentiality, safety, and anti-harassment.**
- [ ] **Emergency contact forms** are current.
- [ ] **Training completions** are tracked with completion dates.
- [ ] **Performance reviews and write-ups** are filed in order.
- [ ] **Termination checklists** are complete for former employees.
- [ ] A **document retention schedule** is defined and followed.

2 Credentialing — 4 CHECKS

- [ ] Every clinician license is copied; **expiration dates are tracked and renewal reminders are set.**
- [ ] **Credentialing files are complete** for each payer's requirements.
- [ ] **Supervision logs are current** for provisionally licensed staff.
- [ ] **Background checks** are documented.

12 Complete these first 12 checks, then finish the clinical and operational review on page 2. Mark only what you can locate and verify today.

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FINISH THE REVIEW

Clinical & operational readiness

Complete the final eight checks, total your score, and choose the first gaps your agency will fix.



3 Clinical documentation

4 CHECKS

- [ ] A **regular internal chart-audit process** is in place.
- [ ] **Intake packets** are complete and consistent.
- [ ] **Treatment plans** are current and signed.
- [ ] **Progress notes** meet payer documentation standards.

4 Policies & operations

4 CHECKS

- [ ] An **incident log** is maintained, with follow-up documented.
- [ ] **Confidentiality policies** are current, and staff are trained.
- [ ] **Payer-readiness policies** were reviewed within the last 12 months.
- [ ] **One named person owns the system** - nothing lives only in inboxes or memory.

EMPLOYEE FILES	CREDENTIALING	CLINICAL	POLICIES
____ / 8	____ / 4	____ / 4	____ / 4

Your next move

1. Circle the section with the most unchecked boxes.
2. Choose the first three gaps to close.
3. Name an owner and a completion date for each.

Priority gaps and action dates

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