

## Sample Policy and Procedure

### [Hospital Name] Policy and Procedure

#### Title: Use of LCDs and NCDs for Checklist Development and Distribution

Policy Number: [Assign Number]

Effective Date: [Date]

Review Date: [Date]

Approving Authority: [Committee/Leader]

#### 1. Purpose

To ensure compliance with Medicare coverage requirements by systematically reviewing, updating, and distributing checklists based on Local Coverage Determinations (LCDs) and National Coverage Determinations (NCDs) to key hospital personnel.

#### 2. Scope

This policy applies to all clinical departments, coding and billing staff, compliance officers, and any other personnel involved in patient care documentation and billing at [Hospital Name].

#### 3. Policy

[Hospital Name] will use current LCDs and NCDs to develop and maintain checklists that guide clinical documentation, coding, and billing practices. These checklists will be distributed to all relevant staff to ensure compliance with CMS requirements. The hospital will review CMS resources for updates to LCDs and NCDs at least annually, and update checklists accordingly.

#### 4. Procedure

##### ***A. Identification and Review of LCDs/NCDs***

Responsible Parties:

- Compliance Officer
- Coding/Billing Manager
- Departmental Leadership

Frequency:

At least annually, and more frequently if notified of updates.

Process:

Access the CMS website and Medicare Administrative Contractor (MAC) portals to identify current and relevant LCDs and NCDs.

Review all updates or new determinations that impact hospital services.

### ***B. Conversion to Checklists***

Checklist Development:

Extract key documentation, coding, and billing requirements from each relevant LCD/NCD.

Format these requirements into clear, actionable checklists tailored to each clinical area or service line.

Include references to the source LCD/NCD and the effective date.

Checklist Review:

Review checklists with clinical and coding leadership for accuracy and applicability.

Update checklists promptly when LCDs/NCDs change.

### ***C. Distribution of Checklists***

Distribution:

Circulate updated checklists to all affected departments and personnel via email, intranet, or printed materials.

Ensure all new hires in relevant roles receive the appropriate checklists during orientation.

Training:

Provide training sessions or materials on the use of checklists and the importance of compliance with LCDs/NCDs.

### ***D. Monitoring and Compliance***

Annual Audit:

The Compliance Department will audit a sample of clinical documentation and billing records annually to ensure adherence to checklist requirements.

Documentation:

Maintain records of checklist updates, distribution logs, and training sessions.

### ***E. Annual CMS Review***

CMS Check:

Assign responsibility to the Compliance Officer or designee to check the CMS LCD/NCD database and MAC communications at least once per year.

Document the date of review and any resulting actions.

### **5. References**

CMS LCD/NCD Database: <https://www.cms.gov/medicare-coverage-database/>

Medicare Administrative Contractors (MAC) Websites

[Hospital Name] Compliance Plan

### **6. Revision History**

Date	Description	Author
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[Date]	Initial policy release	[Name/Title]
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