

Comprehensive Error Rate Testing (CERT) Inpatient Psychiatric Facility Checklist

Use this checklist when your claim is selected for review by the CERT contractor. You will have 45 calendar days to submit the requested information from the date of the original request for medical records. After 75 days from the initial request, the money will be recouped from the paid claim if documentation is not received by the CERT contractor.

Please submit the documentation using the fax number, mailing address or other options listed on the CERT Request letter which includes a Barcoded Cover Sheet. The Barcoded Cover Sheet should be placed on top of the documentation when submitted. The documentation should include, but is not limited to:

- UB-04 Form
- Signed and dated physician's orders for all services billed
- Physician's certification/re-certification
- Plan of treatment
- Psychiatric evaluation
- Mental Status examination (attitudes and behavior, orientation, long and short term memory, estimate of intelligence)
- Discharge planning/summary
- Nurse's notes
- Group therapy notes
- Progress notes
- Any other diagnostic reports
- Medication lists
- Documentation to support medical necessity

If applicable please submit:

- Psychiatric studies
- Documentation required by a Local Coverage Determination (LCD) or National Coverage Determination (NCD)

Psychotherapy Claims

<http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/mm3457.pdf>