WELFORD CHART NOTES
NEWSLETTER

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MEANINGFUL USE AUDIT *(User's Manual, pgs. 1173-1204)*

Medicare has authorized a company, Figliozzi & Co., to perform random audits of physicians who have attested to meaningful use. Requests for these audits are sent to you via e-mail, not via regular US mail. If you receive such a request, you should respond to it promptly. A request for an audit does not imply that you have done something wrong. You simply need to demonstrate to the auditor that you validly performed the steps using **Welford Chart Notes** when you attested for meaningful use.

If you made screenshots at the time that you attested for meaningful use, then you may only need to provide those screenshots to the auditor. However, if you did not make screenshots at that time, you can still reproduce the screenshots. Here are the steps you need to follow:

1. Press Reports\Meaningful Use\Measure Report.
2. For **Start Date**, enter the start date of the

period for which you attested (for example, 1/1/2012).

3. For **End Date**, enter the final date of the period for which you attested (for example, 12/31/2012).
4. Press the **Providers** button, press **None**, then check the name of the Provider who is being audited.
5. On the list of **Meaningful Use Measures**, check those Measures on which you attested and uncheck the others.
6. Press **OK** to run the report.
7. When the report is complete, take a screenshot of it. (If you don't know how to take a screenshot, see below).
8. For any items on the report which are not numeric (such as Clinical Decision Support), double-click that line to show the detailed information about it. (For example "Provider has implemented at least one Clinical Decision Support Rule."). Take a screenshot of each of these items.
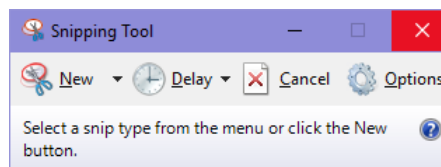
If you need further assistance with your audit, please contact us at MEDCOM Information Systems.

HOW TO TAKE A SCREENSHOT

There are a number of ways to take a screenshot and save it as a file. Here are a couple of methods that come free with Windows:
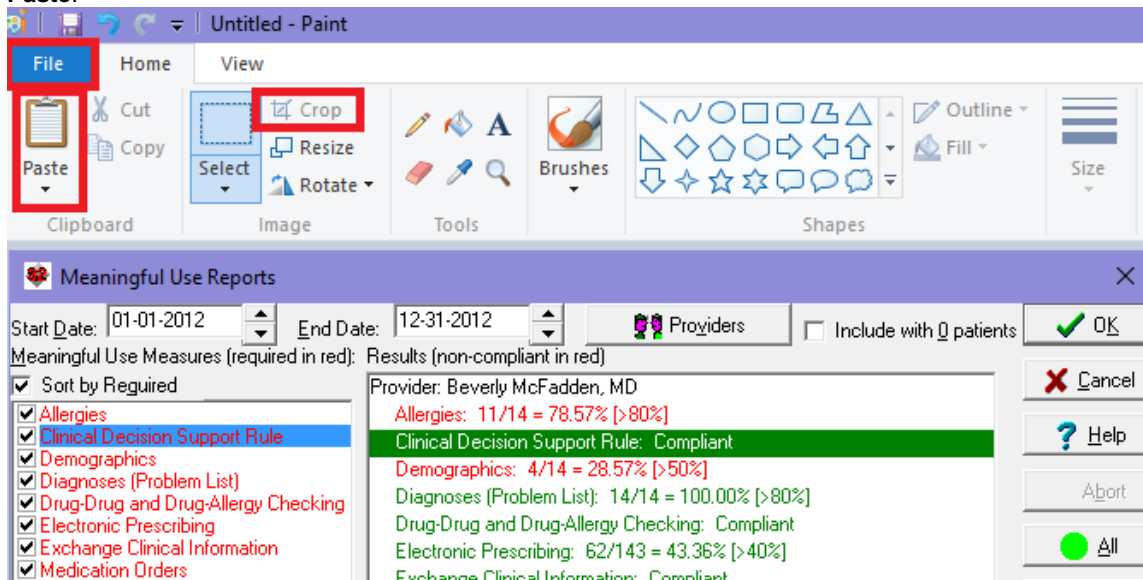
WINDOWS SNIPPING TOOL
1. Launch the Windows Snipping Tool. (All Apps\Windows Accessories\Snipping Tool).
2. Press **New**.
3. Drag your cursor around the window of which you wish to take a screenshot.
4. Press **File\Save As** and give the file a name.

WINDOWS PAINT
1. Click on the window of which you wish to take a screenshot.
2. Hold down the <Alt> key on your keyboard and then press the <PrtSc> key.
3. Launch Windows Paint (All Apps\Windows Accessories\Paint).
4. Press the **Paste** button and then choose **Paste**.

5. Press the **Crop** button.
6. Press **File\Save As** and give the file a name.

SEND US YOUR TIPS
If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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