



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER

SUBJECT: AUDIT POLICY

POLICY NO. 127

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| CATEGORY: Administration | EFFECTIVE DATE: 6/90 |
| POLICY CONTACT: Rosita Banuelos | UPDATE/REVISION DATE: 7/21 |
| REVIEWED BY COMMITTEE(S): | |

PURPOSE:

To establish an audit policy concerning internal and external audits conducted at Harbor-UCLA Medical Center.

POLICY:

Harbor-UCLA Medical Center shall ensure that audits conducted by the L.A. County Auditor-Controller/ Audit Division, DHS Audit & Compliance, Federal/State agencies, etc., are coordinated by designated Hospital Administration or Finance personnel.

PROCEDURE:

The responsibility for coordinating such internal or external audits at Harbor-UCLA Medical Center will be that of either Hospital Administration (Operations) or the Finance Department, depending on the subject matter of the audit. These departments are assigned the responsibility for coordinating such audits including, the following:

- Scheduling the entrance conference.
- Coordinating contacts with appropriate hospital personnel.
- Coordinating the exit conference.
- Reviewing preliminary audit findings/recommendations.
- Maintaining records of meetings held.
- Preparing written responses to audit reports.
- Maintaining documentation concerning the audit for future reference.
- Coordinating any follow-up audit activities requested by the auditors or DHS Audit & Compliance Division.

REVISED: 10/92, 5/98, 2/05, 5/14, 05/17, 6/17

REVIEWED: 10/92, 2/98, 5/98, 2/02, 7/06, 2/08, 5/14, 5/17, 6/17, 7/21

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