



Step 2

Accreditation Mentors Task Force

Preparing for the Accreditation Audit Onsite Visit - What to Expect...

Tips from the Auditors

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February 2008

1. How is my selected auditor going to actually do the onsite portion of audit?

- The auditor should use the standards of the AMC Institute as a basis for their audit program.

2. What documentation or information will the auditor look for in my office?

- Auditors are trained and are required to have a sense of "professional skepticism". Auditors use this skepticism when looking for current documentation to backup the documented policies and procedures we were sent during the desktop review of your documents.

3. What should my staff expect during the review?

- While the auditor should be asking several pointed questions to confirm the information in the policies and procedures, he/she is not there to badger your staff or make them feel uncomfortable. In general, the auditor needs to confirm that all staff abide by the documented policies and procedures.

4. What should we do to minimize the costs related to the on-site portion of the review?

- Auditors prefer environments in which they can easily observe the items they are reviewing. It is helpful to have your office free of clutter, if at all possible, and the items for review close by. You should also have the information sent to the auditor during the desktop review easily accessible, as they may have questions or clarifications regarding that information. Having a computer with network access available for the auditor's use is recommended.