Facility:

Year End:

Firm

Address

Dear :

Auditors with the North Dakota Department of Health and Human Services (HHS) may conduct a Medicaid audit of our books and records. Much of their work could duplicate work performed by you during your annual audit or cost report preparation. Both HHS and our organization would like to avoid this duplication if possible. Therefore, to expedite an audit and minimize the time these auditors will be required to be at our institution, we request that you allow a HHS auditor to review and make excerpts from your audit working papers and permanent files.

If you are able to help us in this matter, please complete the form provided below and return it to us. One copy will be attached to the cost report and sent to HHS and one will be kept by us.

Sincerely,

Administrator

Department of Health and Human Services

Medical Services Division

600 E Boulevard Ave. Dept. 325

Bismarck, ND 58505-0250

You may review and make excerpts from our audit working papers and permanent files for the year-ended . Please contact me to make arrangements.

Firm

By