Two Phase Audit Process

**Phase I**
Desk Audit

1. Selected for Audit
2. Pre-Audit Notification Letter to self-insured and to TPA Requesting Documents
3. SI or TPA Provides Requested Documents to OSIP
4. Supervisor Reviews Provided Documents and Other Information
5. Notification Letter to SI Advising if Selected for Field Audit

**Phase II**
Field Audit

1. Pre-Audit Notification Letter to TPA or Self Administered
2. TPA or Self Administered Prepares for Audit
3. Audit Field Work Begins
4. On-Site Audit Progresses
5. Post-Audit Conference
6. Audit Field Work Ends
7. Auditor Completes Audit Work
8. Supervisor Reviews Field Work and Report
9. Written Audit Report Mailed
10. Agree or Request Reconsideration
11. End of Audit