

# Notification of Medical Coding Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a medical coding audit will be conducted by our team starting on [Start Date] through [End Date]. This audit is a standard procedure to ensure compliance with coding regulations and to enhance the quality of our coding practices.

During this period, we will review the coding accuracy and documentation compliance for [specific cases, departments, etc.]. It is essential for all coding personnel to be prepared and have all necessary documentation available for review.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]