



## ALABAMA QUALITY ASSURANCE FOUNDATION, INC.

Medical Quality Assurance

One Perimeter Park South, Suite 200 North  
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### GENERAL MEMORANDUM 99/02-04

**For Immediate Distribution to your Medical Staff, UR/QA Departments, Medical Records Departments, and Outpatient Departments**

**TO:** Hospital Administrators, Chiefs of Staff  
All Alabama Hospitals, Outpatient Departments, and Ambulatory Surgery  
Centers

**FROM:** H. Terrell Lindsey  
President and Chief Executive Officer

**DATE:** March 17, 2000

**SUBJECT:** Clinical Data Abstraction Center Requests for Medical Records

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- I.** This General Memorandum is to remind providers of the importance of timely submission of medical records to the HCFA Clinical Data Abstraction Center (CDAC).
  - II.** It is important to understand that all medical records requested by the CDAC must be received and reviewed. The CDAC will send a request list and an individual bar coded cover sheet for each medical record requested. A Fed Ex airbill will also be included. The requested medical records should be copied and matched with the correct bar coded coversheet, and then shipped to the CDAC via Fed Ex. HCFA expects providers to deliver the requested medical records to the CDAC within 30 days of receipt of the request.
  - III.** Requested records not received by the CDAC within 30 days are subject to a technical denial by the PRO.
  - IV.** Medical records, which are technically denied, must be copied and sent to the PRO, i.e. AQAF.
  - V.** Questions concerning this memorandum should be addressed to Dixie Ragland, Supervisor, Review Operations, (205) 970-1600 ext. 3207.



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cc: AQAF Board of Directors; F.Richards, MD, FMQAI; Sandy McMillan, PO/DHHS; M.Horsley, MASA;  
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