



Audit Library Submission Guidelines

Please send your new submissions to auditlibrary@ahia.org. Submissions should be made in any of the following formats: **Word, Excel, and PowerPoint**. **Submissions in PDF or other formats that cannot be modified and used by membership will not be accepted.** Please include the following information with your email submission: Title, Subject Area and Category for each document.

Note that in the submission process you will need to identify the category of material you are submitting. You should also make sure you remove all references to your company and personally identifiable information (including information in the "Properties Dialog Box"-File Properties: **In the document, click on File, then Properties—click on the Summary tab—remove reference to company or author and save. Office 2007 users: click on the Office button, prepare and then properties—be sure to check the “advanced properties” Alternatively, you may click on the Office button, prepare, and document inspector. The document inspector may remove headers/footers, etc. so read carefully).** Finally, make sure all tracked changes have been accepted and editorial comments are removed. Any materials that are considered advertising will not be accepted.

Checklist for each document:

Title:

Subject Area (choose one):

Audit Committee

Audit Admin. Documents

Audit Programs & Checklists

Audit Reports

Audit Brochures

Terms & Acronyms

Category (choose one):

Annual Plan

Audit & Monitoring

Cash

Charter

Compliance

Construction

Ethics

Expenditure Cycle

Financial

Financial

Fixed Assets

Foundation

General

Grants

Healthcare Operations

Healthcare Operations

Human Resources

Information Systems

Information Systems

Job Description

Materials

Materials Management

Pharmacy

Policies and Procedures

Presentation

Purchasing

Revenue Cycle

Risk

Risk Assessment

Vendor Complaints

Other, please specify

Remove identifiable information from main document

Remove identifiable information from document properties

Remove all tracked changes and editorial comments

Important: Give the file a **brief**, descriptive name without spaces or punctuation other than a simple hyphen (-) or underscore (_). Example: AuditProgram-ClinicalTrials.doc