University of Mississippi Medical Center
Protocol for External Auditors

Purpose: To establish a process whereby all external auditors check-in through one central location.

Applicability: This protocol applies to all of the University of Mississippi Medical Center (UMMC) facilities.

Process:

A. Prior to Arrival
   1. Department contacts the Office of Integrity and Compliance (OIC) to inform the Office that an external auditor is scheduled to come.
   2. The OIC schedules the date and asks the following:
      a. Name and telephone number of the contact for the audit.
      b. Name of the Agency and the external auditor, if known.
      c. Reason for visit.
      d. Suspected arrival time and length of visit, if known.
      e. Number of auditors.
      f. Scheduling assistance for exit conference.

B. Day of Arrival
   1. The external auditors will check-in at the Office of Integrity and Compliance (OIC).
   2. Each auditor will be asked to show identification and then will be given an UMMC visitor badge.
   3. The auditor will be asked the following questions:
      a. Who they are scheduled to visit?
      b. How long are they scheduled to be here?
      c. What will their daily arrival and departure time be?
      d. Will there be an exit conference at the end of their visit?
   4. The department will be contacted to come and escort the external auditor to the proper location.
   5. Upon the auditor’s completion each day, the auditor must return the visitor badge to the OIC.

Final Audit Reports
A copy of any Final Audit Reports issued by external auditors should be submitted to the Office of Integrity and Compliance.

Unexpected Auditors
If auditors arrive in an area of the facility (including the department where they are auditing) and they have not checked in the OIC, please direct them to the OIC. The procedures under “Day of Arrival” will be followed.

Parking
All external auditors should be directed to park in Parking Garage A. The OIC will validate parking tickets.

After-hours Auditors
Should an external auditor arrive on a weekend or after 4:30 PM on weekdays, contact the OIC employee on-call at 601-953-1761.