



City of San Antonio

Agenda Memorandum

File Number: 18-3386

Agenda Item Number: 9.

Agenda Date: 5/15/2018

In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY

May 15, 2018

Follow-Up Audit of the Metropolitan Health District Immunization Division

Report Issued March 29, 2018

Audit Objective

Determine if the Metropolitan Health District (Metro Health) successfully implemented action plans to address audit recommendations noted in the initial audit.

Background

In May 2016, the Office of the City Auditor completed an audit of the Metro Health Immunization Division. The objective of the audit was to determine if processes within the Immunization Division are effective, efficient, and adequately controlled.

The Office of the City Auditor concluded that processes within the Immunization Division were not effective, efficient, and adequately controlled. Metro Health's client immunization records were not accurate within the Netsmart and SAIRS systems. There were ineffective controls for the release of immunization records. Finally, there were insufficient controls to ensure the verification of cash collected for vaccines administered.

Audit Scope and Methodology

The audit scope was limited to the recommendations and corrective action plans made in the original report from June 2016 to November 2017.

Audit Conclusions

Metro Health has made progress implementing action plans from the prior audit recommendations. However, we identified action plans that have not been fully implemented.

There were three recommendations made in the prior audit. One recommendation has been fully implemented. Fiscal established effective controls to provide assurance that the reporting of daily cash collected for vaccines administered and immunization records sold is accurate.

However, controls over the SAIRS system have not been implemented to ensure the accuracy and completeness of patient demographic and vaccination history records. Additionally, controls in place to ensure that immunization record requests with proper support are processed correctly are ineffective.

We made recommendations to address the opportunities. Metro Health concurred with the recommendations and developed positive corrective action plans.