

FACILITY

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YEAR END

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Firm

Address

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Dear \_\_\_\_\_ :

Auditors from the North Dakota Department of Human Services may conduct a **Psychiatric Residential Treatment Facility** audit of our books and records. Much of their work could duplicate work performed by you during your annual audit or cost report preparation. Both the Department of Human Services and our organization would like to avoid this duplication if possible. Therefore, in order to expedite an audit and minimize the time these auditors will be required to be at our institution, we request that you allow a Department of Human Services auditor to review and make excerpts from your audit working papers and permanent files.

If you are able to help us in this matter, please complete the form provided below and return it to us. One copy will be attached to the cost report and sent to the Department of Human Services and we will keep one.

Sincerely,

\_\_\_\_\_  
Administrator

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Sheila M. Moffatt  
Lead Manager  
Fiscal Administration-Provider Audit  
Department of Human Services  
State Capitol  
Bismarck, ND 58505

You may review and make excerpts from our audit working papers and permanent files for the year ended\_\_\_\_\_. Please contact me to make arrangements.

FIRM

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BY

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