



# Louisville Metro Government Office of Internal Audit

The Office Of Internal Audit Engagement Request Form	
Date Request Submitted	2.6.2020
1. Requestor Name	David James, Metro Council President
<p><b>Please note:</b> Internal Audit requests from Department Directors will be shared with the Mayor's Office and may be subject to approval from the Mayor's Office, if the request is intended to be from the Mayor's Office , as a whole.</p> <p>Internal Audit requests from Metro Council Members will be shared with the Metro Council President's Office and may be subject to approval from the President's Office or by way of a Resolution, if the request is intended to be from the Metro Council Office , as a whole.</p>	
2. Requestor Department	Metro Council
3. If your department is not listed in the department drop-down box, please provide your department name here.	
4. What Type of Engagement is Desired (see definitions below)?	Assurance
5. Is this request for a Financial Impact Analysis?	no
6. Department to be Reviewed	Human Resources
6a. Business Processes to be reviewed	Health Insurance Administration
7. Who is the Key Stakeholder for Process to be Reviewed?	Louisville Metro Government Employees, Human Resources, OMB -Risk Management
8. Time period to be Reviewed	12 Month period occurring between January 1, 2019 through June 30, 2020.
9. What Are Your Desired Objectives/Outcome of the Engagement? (The more information provided the better, as it will be helpful as we make a determination about the request.)	<p>Desired objectives for the audit include an assessment of the administration of the LMG's Health Insurance. This may include, but would not be limited to, assessing the adequacy of related policies and procedures, and the availability, adequacy, and compliance regarding third party administrator agreements. Additionally activity and corresponding supporting documentation related to third party administrator billing, claims processing, and member and dependent eligibility may be assessed.</p> <p>The final scope and objectives of the audit will be determined by the Internal Auditor. The final scope and objectives may include the aforementioned items and is not limited to those items.</p>
10. What is Your Anticipated Completion Date for This Request?	This audit would take approximately 6 to 8 months to complete.



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11. Comments

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### Definitions of Core Services

**-Assurance** - Reviewing operations, policies, and procedures to ensure that the appropriate control structure is in place and that business risks are considered.

**-Consulting** - Providing services to help address specific issues and concerns, which may not necessarily be high-risk, but do add significant value to clients.

**-Information Technology** - Ensuring that electronic information is processed as intended, data integrity is maintained, and the control structure is assessed.

**-Integrity** - Investigating allegations regarding employee misconduct and / or non-violent criminal acts involving Metro Government resources.