

American Institute of Healthcare Compliance, Inc.



Presents

Certified Healthcare Auditor [CHA]

**Advanced Training & Certification
for 2010-2011 Audit Compliance**

Become a Certified Healthcare Auditor (CHA)

**A comprehensive distance learning course
for providers, compliance officer and health care
executives!**

**AIHC
445 W. Liberty Street, Suite 212
Medina, Ohio 44256**

Call: 330-241-5635

www.aihc-assn.org

**Auditor Training for Certification
A Distance Learning Program**

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Level: Experienced health care administrator for auditing for processes, procedures, compliance or records. Those taking the Certification Exam must have health care experience as an executive, manager, supervisor or professional coder.

Prerequisite: Enrollees should be presently working in a health care facility in Quality Assurance, Compliance, Coding, Billing or related area. Enrollees must have experience working in management in the area of compliance or auditing of a health care organization.

CEU's: This program has been approved for 24 continuing education requirements of the **American Health Information Management Association (AHIMA)**.

This program is a distance learning program requiring self discipline for study and research time, as if you were attending class. A grade average of 80% for the entire course is required to pass and earn the certificate of completion.

Type: Distance Learning, Self-directed work program with a certified instructor.

Computer Requirements: Internet access, Microsoft Word, Excel & Email.

Learning Objectives

- To train compliance officers, coders, health care auditors skills to competently lead an audit team or project;
- Understand data analysis and accurate reporting of audit results;
- How to professionally draft a Report of Findings;
- Learn how to keep current with compliance research – know how to determine external critical areas to focus audit efforts;
- Dealing with RAC, MIC, Probes, CERT, OIG and other external forces;
- Conducting internal audits when severe nonconformance is revealed.



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Overview of Program

We produce high-quality, professionals with improved ability to juggle audit schedules, cost and performance!

Training helps provide a practical approach to pre-audit planning, appropriately conducting the audit using appropriate statistical samples and standards and delivery a professional audit report.



Professional texts teaching RAC, Auditing & Compliance, Internal Auditing Techniques are used in conjunction with current articles, trends, and Internet research projects assigned to train students in the science of compliance auditing.

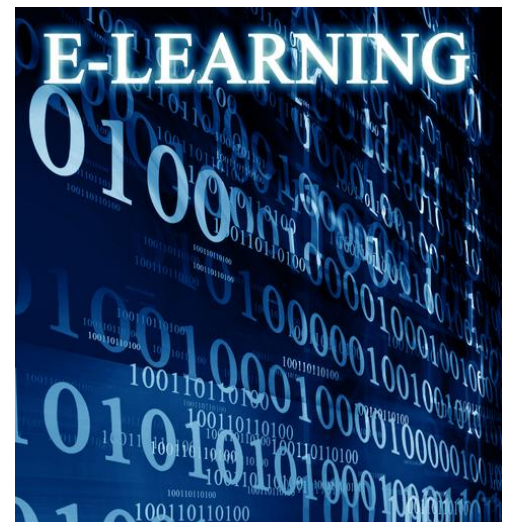
Office of the Inspector General (OIG), Centers for Medicare & Medicaid (CMS), Federal Trade Commission (FTC) and other official sites are used throughout the course to train students how to locate compliance information pertinent to performing internal audits of health care organizations.

Program Structure – Asynchronous Distance Learning

Students work individually with their assigned instructor. You can enroll at any time. Instructors use Email and phone communications to assist students during the learning process and to prepare for the Certification exam.

Computer, Microsoft Word, Excel, Email and Internet access are required in addition to phone or cell phone.

The program consists of 15 lessons.



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Course Tuition Cost: \$2,100



Includes: Text books, training materials, one-on-one training, AIHC membership dues for your first year and certification exam.

\$2,100 (one student) before any membership discounts. AIHC members already certified in another domain receive 20% discount. Other discounts may apply.

Enrolling multiple students from your organization? We offer discounts to organizations – contact us for more information.

Financial Assistance & Scholarship Opportunity

AIHC offers scholarship assistance to those individuals working for a company not offering tuition reimbursement or only offering tuition reimbursement for college accredited courses (which this course is not).

For others, we offer 4.99% financing on our payment plan options. A down payment of \$500 is required to qualify for financing the balance.



No refunds are available after lesson 1 is completed. The course must be completed within 9 months due to changing rules & regulations – the certification exam needs to be timely after the course is completed, no more than 3 months after graduating from the training program. No discounts are given if student chooses not to take the certification exam.

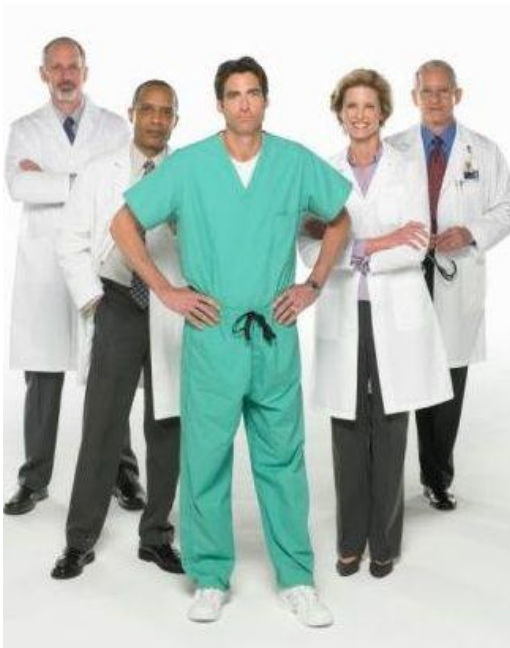
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Certification Exam

Certification Exam is through The American Institute of Healthcare Compliance (AIHC): The certification exam is optional – but the exam cost is included in your tuition. Testing is arranged directly through AIHC. Method of testing: On-line exam proctored by a qualified AIHC proctor (remote). 100 Questions covering core course objectives and requiring 80% score to pass. An on-line Mock Exam is available to prepare for the certification exam. Exams can be retaken within 6 months from the end of completing the program up to three times at no additional cost.



Annual Certification Renewal

Certification Renewal is Annual for only **\$70 a year** and provides membership to The American Institute of Healthcare Compliance! *Renewal fees are managed through the American Institute of Healthcare Compliance and subject to change.*

4 CEUs- Quality Management (i.e. statistics, quality improvement, quality control, quality assurance, leadership and/or management)

4 CEUs- Compliance (i.e. HIPAA, OIG, CMS, billing, coding, auditing)

Course Books (included in price of tuition)

Text/Materials for this training program are:

- Reading assignments sent with each lesson by your instructor;
- Math Basics *SparkChart*;
- Managerial Skills *Reference Guide*;
- Responding to a Recovery Audit Contractor (RAC) Evaluation by Donna D. Wilson, RHIA, CCS
- The Internal Auditing Pocket Guide by J.R. Russell
- Monitoring & Auditing Practices for Effective Compliance, 2nd Edition by HCCA



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Program Specifics

(Subject to Updates)

Basic Compliance: Introduction to CMS, RAC, MIC & OIG Compliance Standards

- < Importance of Internal Auditing;
- < RAC- focus is on medical necessity - students will learn how to research CMS guidelines;
- < Medicaid Integrity Contractor and Compliance;
- < Civil False Claims Act recent changes, FERA, HEAT.

Business System Auditing & Intro to Leadership

- < Four phases of Internal Auditing;
- < Do's and don'ts of behavior;
- < Conducting planning meetings appropriately;
- < Auditing process of business systems;
- < Measuring Team Work Skills.

Affordable Care Act, Responding to RAC Evaluations & Appeals Processes

- < New government tactics to detect and fight healthcare fraud;
- < Responding to External Audits; RAC and Understanding Appeals;
- < Classifications of external audits

Benchmarks, Auditor Productivity Standard Statistics, CERT & Self Disclosure

- < Defining external and internal benchmarks;
- < Reviewing national auditor productivity benchmarks;
- < External benchmarks used by the government;
- < Research project on Self Disclosure.

Math, Formulas, Calculations, Basic Statistics and Gap Analysis

- < Learn mathematical functions needed to produce meaningful audit reports;
- < Understand and perform statistical analysis of data;
- < Producing accurate charts, graphs and illustrations of audit findings;
- < Conduct a gap analysis and analyze results for reporting purposes.

Developing Strong Leadership Skills

- < Military Model Applied to Health Care;
- < Skills needed by health care auditors & team leaders;
- < Advice from military leaders - medical and military structure is very similar - learn how to use your understanding of rank & politics to make convincing arguments to institute change;
- < Be, Know & Do Concepts.

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The Audit Process - Comparative Analysis

- < Calculating statistical analysis of mock audit findings;
- < Comparative analysis of baseline audit to follow up audit.

Understanding the Medical Record & Patient Privacy

- < Compliance & the medical record;
- < Retention of Medical Records (overview);
- < Compliance with OCR & Patient Privacy;
- < Auditors & Business Associate Agreements - new rules under ARRA

Quality & Health Care;

- < CQI;
- < TQM;
- < Auditor Qualifications;

Understanding External Forces

- < OIG - Fraud Prevention & Detection Expectations;
- < RAT STATS;
- < Audit Sampling: Terms, Statistical Vs Nonstatistical Sampling Methods;

"Bigger Picture" of Auditing

- < Changing environment of internal auditing;
- < Auditing Charge Capture & Control Framework;
- < All in a Day's Work - from the Institute of Internal Auditors;
- < Changing the Paradigm - organizational change;

After the Audit - Effective Corrective Action

- < Students learn more regarding how to train, teach, and be instrumental leaders in the organization to implement the auditing team.
- < Corrective vs Preventive Actions - overview of Root Cause Analysis & Failure Mode & Effects Analysis approach;
- < Implementing Corrective Action;

Monitoring & Auditing Practices for Effective Compliance

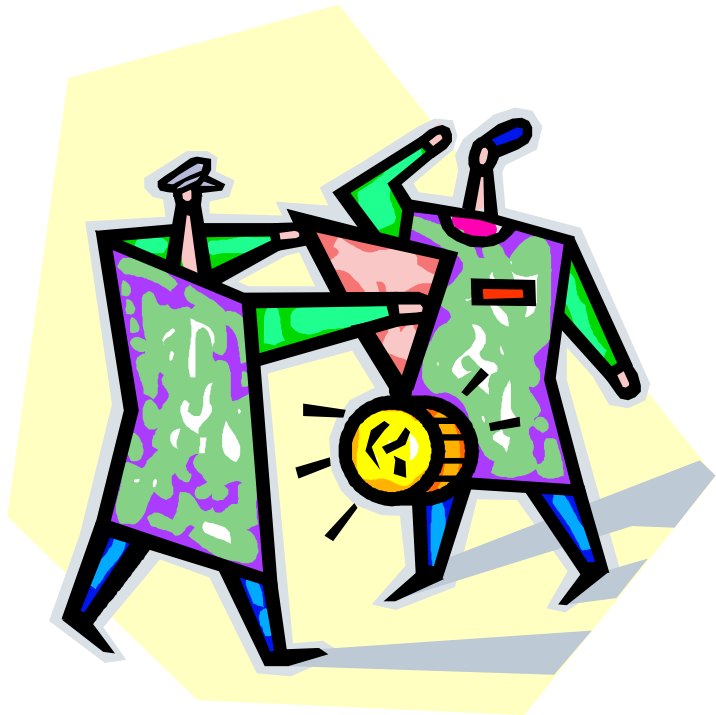
- < High Risk Areas - tips for chart auditors;
- < CIA & the OIG - Negotiations;
- < Attorney-Client Privilege.

Conducting an Audit-drafting a Professional Report of Findings

- < This assignment provides a challenge to the student to prove how much expertise has been developed during this training program! Chart auditors are assigned a mini chart audit. Compliance officers taking this course are assigned to audit a currently implemented compliance program from their facility.

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Certification Exam Becoming a Certified Healthcare Auditor



Many students take the course only, without intent of becoming certified.

Tuition includes AIHC membership and the \$250 exam fee. The certification exam is offered to those qualifying to become certification healthcare auditors. Certification from ACMCS, AAPC and/or AHIMA with 5 years or more coding experience may qualify to take the exam. A physician or non-physician provider, nurse auditors or experienced compliance officers required to audit business practices and systems may qualify to take the certification exam.

Those wanting to take the “Exam Only” – cost is: Annual AIHC membership fee, \$250 exam fee. We strongly suggest purchasing the course text books to use as study guides in preparation for the exam.

The Certification Exam is approved by the American Institute of Healthcare Compliance Certification Exam Board. The Exam Administration Process is overseen by our Board of Directors.

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CHA Distance Learning Program Registration/Enrollment Form

Call 330-241-5635 with any questions about registration, the course or certification exam.
Fall Promotion Code: CC100110CHA * Offer expires – 5pm EST October 1, 2010

Tuition if registering after 5pm EST October 1, 2010

Enrollment Date: _____

\$2,100* Standard Registration – no discounts apply when financing through our long term payment plan option

Amount Due: _____

Tuition if registering before 5pm EST October 1, 2010

\$1,900* Fall Registration Promotion Price - with coupon when received by 5pm EST October 1, 2010

Tuition for Certified AIHC professionals

\$1,680* Registration Fee for Certified AIHC Professionals – AIHC members who currently hold a credential with AIHC receive a 20% discount

*Tuition includes all text books, learning materials, one-on-one distance learning with instructor, certification exam and AIHC membership.

We offer financing at 4.99% interest for up to 12 months – only available when \$500 down payment is made, NO promotional discounts accepted when financing.

FILL OUT MEMBERSHIP APPLICATION AND SUBMIT WITH COURSE REGISTRATION – SEE BELOW

Print Name, Position, Current Credentials & Check Highest Level of Education

High School Associate's Degree Diploma Program Bachelor's Degree Master's or Higher

Employer & Address

Email Address (required for confirmation of enrollment)

Work Phone/Ext.

Fax

Home Phone

Charge My Credit Card: VISA MasterCard Discover American Express

Card #: _____ Security code _____

Exp. Date: _____

Name as it appears on the card: _____

Authorized Signature & Date: _____

CHECK #: _____ AMOUNT ENCLOSED \$ _____

Please make checks payable to: AIHC; Mail to **American Institute of Healthcare Compliance**
445 W. Liberty Street, Suite 212 Medina, OH 44256
Fax: 330-952-0716

If you have any questions, or to register by telephone with a credit card, please call 330-241-5635

Please visit our website at www.aihc-assn.org for more information about our company.

Inquiries should be made to info@aihc-assn.org

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AIHC MEMBERSHIP APPLICATION (REQUIRED AT TIME OF ENROLLMENT)

How did you hear about us? Mailing Email Co-worker AIHC website AHIMA website
 Other _____

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- | | |
|---|---|
| <input type="checkbox"/> MD/DO | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kinesiotherapist | |

OIG exclusion

Have you ever been?

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) Have you ever been on the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals. For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at www.hhs.gov/oig)

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

“My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”

Signature

Date

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