

American Institute of Healthcare Compliance, Inc.



Presents

**Medical Compliance
Manager Training
& certification program**

Become a Medical Compliance Manager, Certified (MCMC)

**A comprehensive distance learning course
for medical office compliance managers in healthcare!**

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

Call: 330-241-5635

www.aihc-assn.org

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call 330-241-5635 with questions or to enroll via phone**

American Institute of Healthcare Compliance, Inc.

Medical Compliance Manager, Certified

A Distance Learning Course & Certification in Compliance

18CEU's

This program has been approved for **18 continuing education units** for use in fulfilling the continuing education requirements of the **American Health Information Management Association (AHIMA)**.

Distance Learning

This program is offered as a distance learning course, taking a practical approach through reading, Internet projects and homework assignments. You are assigned a tutor/instructor to help answer your questions and strengthen areas of weakness in comprehension of learning materials. *You must have access to a computer, the Internet and have an Email address.*

Learning Objectives:

1. Know Internet Web Site to Research the Latest on Compliance Issues;
2. Learn how to Access Office of the Inspector General's Compliance Guidances and Integrate those Standards in Your Facility;
3. Understand the Difference Between "Fraud" and "Abuse", American Recovery & Reinvestment Act (ARRA), FERA, Red Flag, RACs and Revisions to HIPAA & False Claims Act (FCA)
4. Learn the Penalties Involved for Providers, Administrators, Coders and Staff if Fraud or Abuse Charges are Raised;
5. Study Clinical Compliance Areas such as CLIA, OSHA, Fire & Safety;
6. Stark & Physician Compensation Compliance; and
7. Experience Conducting an Actual Risk Assessment for Your Facility as Part of this Program!



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Course Administrator - Joanne Byron, LPN, BSNH, CHA, CMC, CPC, CPC-I, CHA, MCMC, PCS is also an approved instructor through AAPC for the Professional Medical Coding Curriculum. Joanne has worked in compliance since 1985 with large multi-specialty group practices, hospitals, Federally Qualified Health Centers (FQHCs) and specialty practices. Joanne is a Licensed Practical Nurse, has her Bachelor's of Science Degree in Natural Health and Health Care Administration, is a Certified Professional Coder and Certified Healthcare Auditor.

Course Instructor

Instructors – work under the direction of Joanne Byron and are qualified in practice management compliance instruction. The program also has a Coordinator to assist instructor with managing information flow, registration, etc. These people are available to students Monday-Friday 9-5 by phone and 24 hours a day by Email.

Marta Kennedy, RN, BS, CPC, MCMC

Marta obtained her associate degree of science in nursing from Clark State Community College, and then proceeded to obtain her Bachelor of Science – Health Administration degree from Kennedy-Western University. She is an experienced academic instructor teaching Medical Law and Ethics, coding Anatomy & Physiology courses. Her certification in coding through the American Academy of Professional Coders, and her position as Compliance Director of Wright State Physicians provides a strong foundation as an instructor for the Institute. Marta is *an instructor for the Medical Compliance Manager Certification (MCMC) course.*



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INDIVIDUALIZED – START THE PROGRAM WHEN YOU WANT

Program Start, Duration & Certification Exam- The program can start on a date mutually agreed upon by the student and instructor. Text books are ordered after tuition is paid and can start immediately after receiving your texts! The average completion time is 12 weeks or 3 months to complete the training course. The certification exam must be taken within 3 months after completing the course.



Course Tuition Cost: \$1,600

Includes: Text books, training material, one-on-one training, AIHC membership and certification exam:

No refunds are available after lesson 1 is completed. The course must be completed within 12 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. **Texts** – 2 text books are included in the cost of tuition. Both texts are published by the American Medical Association “Fraud & Abuse” and “Risk Assessment”.

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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.



Certification Diploma

When you graduate from the program, you will receive a course completion certificate. An attractive certification document will be sent to those passing the certification exam with a score of 80% or higher. ***Maintaining Certification Credentials*** 6 CEUs in compliance must be completed annually above and beyond CEUs needed for other credentials, such as CPC, CCS, etc. 6 CEUs must be in health care law or health care auditing. CEUs can be obtained through continuing education courses offered at community colleges, HCCS programs or AHIMA programs.

The certification exam may be taken up to two (2) times before an additional fee of \$250 is charged for additional testing. Once you have passed the certification exam, maintaining your credentials is as easy as keeping up your CEUs!

CEUs can be earned FREE through the members-only portion of the AIHC web site!

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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.*

Course Books & Materials

(cost included in tuition):

1. *Health Care Fraud & Abuse (AMA)*
2. *Risk Management Assessment Guide (AMA)*
3. *Homework Exercises, Module Exams*



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Program Specifics

(Subject to change)

Each assignment will take between 7 - 10 days to complete. The average completion time for a student working full time is 16 weeks (approximately 4 months)

Part I: Students work self directed with instructor as needed

Assignment #1 Introduction to Fraud & Abuse

- Chapter 1: Health Care Fraud & Abuse reading assignment.
- Internet Assignment: web-based training on CMS fraud & abuse
- Recovery Audit Contractors

Assignment #2 Fraud & Abuse Continued, HIPAA, Statutes & the OIG

- Chapter 2 & 3: Health Care Fraud & Abuse reading assignment.
- Internet Assignment: OIG web site research project

Assignment #3 Anti-kickback, Professional Courtesy, Incentives & Safe Harbors

- Chapter 4: Health Care Fraud & Abuse reading assignment.
- Internet Assignment: OIG web site research project on professional courtesy

Assignment #4 Stark, Physician Compensation

- Chapter 5: Health Care Fraud & Abuse reading assignment.
- Stark Law – overview on Stark developments: Stark II & III, Physician compensation, defining “fair market value”, “stands-in-the-shoes”, revenue from “incident to” services, anti-kickback and referrals, rental space & fair harbor rules

Assignment #5 Medicare, Reviews Medical Necessity, Appeals and Coverage Policies

- Chapters 6, 7, & 8: Health Care Fraud & Abuse reading assignment.
- Internet Assignment: researching high risk procedures and medical necessity guidelines for your practice.

Part I Comprehensive Exam (Module I exam) – Emailed by Instructor, students have 24 hours to complete and return.

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Part II: Each assignment is emailed & graded by your instructor

Assignment #6 Audit Risk Analysis

- Chapter 9 & 10: Health Care Fraud & Abuse reading assignment.
- Risk Assessment Text: Chapters 1-3 Reading

Assignment #7 Understanding How & Why of Compliance Programs

- Chapters 11 & 12: Health Care Fraud & Abuse reading assignment.
- Risk Assessment Text: Chapters 4-5 Reading
- Lesson Reading: ICD9 Compliance, Red Flag and Identity Theft Compliance, OSHA, Fire & Safety & MSDS, & HIPAA Privacy Changes under ARRA

Assignment #8 Developing a Compliance Program for your Practice

- Risk Assessment Text: Chapters 6-10 Reading
- Lesson Reading – Risk Analysis
- *Your instructor will notify the main AIHC office when you have completed your studies and it is time to schedule a date for your certification exam!*

Time to schedule a phone conference with your instructor to review for your certification exam!

Certification Exam



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MCMC Distance Learning Program Registration/Enrollment Form

Call 330-241-5635 with any questions about registration, the course or certification exam.

<input type="checkbox"/> Medical Office Compliance Course, Certification Exam & AIHC membership FILL OUT MEMBERSHIP APPLICATION AND SUBMIT WITH COURSE REGISTRATION – SEE BELOW	<u>Date of Enrollment</u>	<u>Amount Due</u> \$1,600
Print Name, Position, Current Credentials & Check Highest Level of Education <input type="checkbox"/> High School <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Diploma Program <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's or Higher		
Employer & Address	Home Address (or address to ship course materials)	
Email Address (required for confirmation of enrollment)		
Work Phone/Ext.	Fax	Home Phone
<u>Charge My Credit Card:</u> [] VISA [] MasterCard [] Discover [] American Express Card #: _____ Security code (3 digits on back of card): _____ Expiration Date: _____ <u>Name as it appears on the card:</u> _____ Authorized Signature & Date: _____		
CHECK #: _____ AMOUNT ENCLOSED \$ _____ Please make checks payable to: AIHC; Mail to AIHC 445 W. Liberty St. Suite 212, Medina, OH 44256 Fax 330-952-0716 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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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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