

Auditing for Compliance PERC

Healthcare Auditor Online Training



An eLearn Training Program for Healthcare Professionals

Work online at your own pace with no scheduled classes to attend
Earn 18 AHIMA and AIHC Preapproved Continuing Education Units

Sponsored by



American Institute of Healthcare Compliance, Inc.

431 W. Liberty Street Medina, Ohio 44256

Toll Free: 866-571-5635 / Cleveland/Akron Area: 330-241-5635

Fax: 330-952-0716 / [Contact Us](#)



Visit our web site at www.aihc-assn.org

An Internationally Recognized Compliance Training & Certification Leader in Health Care
501(c)(3) Non-Profit Organization

Who should take this course?

This course is recommended for Executives and Healthcare Administrators involved in the auditing of processes, procedures, compliance, or records.

What is eLearn training?

eLearn training courses are online instructor assisted programs. There are no scheduled classes to attend. You may work at your own pace and will have the ability to login to your information 24 hours per day. Your instructor will be available to communicate by phone and e-mail to assist you throughout your training program. Instructors provide online access, technical support, and course instruction as needed to help in your educational efforts.

What will I learn from this course?

Phase 1: P – Plan the Audit

- Fundamentals of Internal Business System Auditing
- Leadership Skills Needed by Health Care Auditors & Team Leaders
- Develop the Audit Plan & Utilizing the Basic Audit Principles
- Sample Selection Standards
- OIG Work Plan
- Compliance Guidance
- RAT STATS
- Drafting a Sampling Plan

Phase 2: E – Executing the Audit

- Conducting an Internal Audit and Attorney-Client Privilege
- Executing the Project and Project Management
- Schedule and Conduct the Opening Meeting
- Collecting Data & Inspecting Information: Know how to ask questions
- Documenting Information & Observations using Fishbone Diagram
- Gap Analysis
- Audit & Monitoring Standards and Criteria in Health Care Organizations
- Audit Committee, Communication & the Information Loop
 - Medicare Claim Review Programs
 - HEAT
 - Rules and Regulations: False Claims Act & FERA
 - Federal Anti-Kickback Statute: Stark Law
- Signature Requirements, Acceptable and Unacceptable Practices
 - Program Integrity Manual (PIM)
 - Authentication and Medical Record Keeping Principles
 - Audit Documentation for Medical Necessity – NCDs, LCD

Phase 3: R – Report Audit Findings

- Reporting Activities & the Audit Team Meeting
- Accuracy in Reporting Your Analysis, Assumptions, and Conclusions
- Appropriate Analysis of Data
- Qualitative vs Quantitative
- Using Math to Report Your Findings
 - Measures of Location: Mean, Median, Mode
 - Measures of Dispersion: Range, Standard Deviation, Coefficient of Variation
- Relationships & Statistical Significance
- Benchmarks
- Wording the Report
- Statistical Analysis
 - Flowcharting
 - Selecting the Right Graph or Illustration

Phase 4: C – Corrective Action

- Corrective Action Activities – The Corrective Action Plan
- Basics of Root Cause Analysis - Tracing a Problem to Its Origins
 - 5 Steps to Reduce Errors
 - 5 Basic Root Causes
- Sentinel Events
- VA’s Approach to Patient Safety
 - VANCPS RCA Methodology – RCA Definitions
 - RCA vs. Healthcare Failure Mode & Effects Analysis (HFMEA™)
 - Calculating SAC – Safety Assessment Code
- RCA Triage and Triggering Questions
- Initial, Intermediate and Final Event Flow Diagrams
- Consequences of Performing Audits Related to Potential Overpayments
- Self-Reporting
- Lookback Period
- CMS Self-Referral Disclosure Protocol versus
- OIG Self Disclosure Protocol
- The Corrective Action Plan or “CAP” & Utilizing Free CMS and OIG Training Resources
- Monitoring Audits – Verify Corrective Action & Plan-Do-Check-Act or PDCA
 - Requirement Technique
 - Element Technique

Can I earn Continuing Education Units (CEUs)?

Yes! Earn 18 Continuing Education Units



18 CEUs: This program has been approved for 18 continuing education units (CEUs) by the American Institute of Healthcare Compliance for AIHC Certified Professionals.



18 CEUs: This program has been approved for 18 continuing education units(s) for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its program sponsor.

Core Content Hours Approved: Performance Improvement, 18 Hours

What is included in this course?

- Online Course Manager assigned to each professional enrolling in the program to provide professional guidance, technical web site support and assist in the learning experience.
- Training materials and access to the online course page are provided.
- Homework and online quizzes are accessed through your online course page.
- Downloadable information that can be used for future reference.
- AIHC Membership for one year (*for first time members only*).

Experienced Healthcare Auditors and Compliance Officers will have the *option* to certify as a Certified Healthcare Auditor (CHA) after successful completion of the Auditing for Compliance Course. The online exam can be taken from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor. The certification exam is *optional*, but the cost of one exam attempt is *included* in your course tuition provided you take the exam within three months of completing the program. [Click Here](#) for more information regarding the CHA exam.

How do I maintain my CHA Credential?

Once you are certified, you need to maintain your credentials by earning six (6) continuing education units annually. [Click Here](#) to access the online CEU renewal chart.

AIHC OFFERS FREE AND LOW COST CEU PROGRAMS TO OUR MEMBERS

Are there specific computer requirements needed for this course?

Yes! You will need:

- High-speed internet access
- Email
- Microsoft Word and Excel
- Adobe Reader

Computer
Requirements



Is there a time limit to complete this course?

Yes! You have access to the online course page for six months. You must complete the course within that time.

What is the cost? Full Tuition: \$1,250

Visit the [AIHC Promotions](#) page to see if there are current discounts available for your registration!

Non-Members: [Click Here](#) to register online

AIHC Members: Register through the [AIHC Member Store](#) for a discounted price!

OR scroll down for a hard copy registration form

Do you offer multiple student discounts?

Yes! Please [Contact Us](#) for more information!

What are my payment options?






We accept registration payment via credit card or corporate check. You are able to submit your payment information online, by mail, or via fax. See the Enrollment Form below for more details. Visit our website for more information about our [Available Payment Options](#) or to view the [AIHC Refund Policy](#)



Auditing for Compliance - PERC Training Program

Enrollment Form

Enrollment Date:	<u>Tuition (Check Appropriate Box)</u>	
Print Name & Credentials: (one form per person)	Auditing for Compliance Training Program:	
Employer Name & Address:	<input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____ (if applicable)	
Home Address:	AIHC Member? Use the member coupon code and register for less! <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____	
Print Position & Check Highest Level of Education:	<input type="checkbox"/> High School <input type="checkbox"/> Associate Degree <input type="checkbox"/> Diploma Program <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters or Higher	
Clearly Print Your Email Address(es): (For website administration & confirmation of registration)	Work Phone Number:	
Primary:	Alternate Phone / Cell Number:	
Alternate:		
  		
Charge My Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover		
Amount Approved on Credit Card: \$ _____		
Card #: _____ Sec. Code _____ Exp. Date _____		
Billing Address for Credit Card: _____		
Name As It Appears on the Card: _____		
Authorized Signature & Date: _____		
Paying by Corporate Check? Amount Due: \$ _____ Please make checks payable to: AIHC		
Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256 PHONE: 330-241-5635 / FAX: 330-952-0716		
Please visit our website at www.aihc-assn.org for more information about our company. Inquiries should be made to Contact Us		
How did you hear about us? <input type="checkbox"/> Mailing <input type="checkbox"/> Email <input type="checkbox"/> Co-worker <input type="checkbox"/> AIHC web site <input type="checkbox"/> AHIA web site <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____		

American Institute of Healthcare Compliance, Inc.

Membership Application ~ Required for Non-Members Enrolling in this Program

(Membership is included in the price of tuition for *new members only*)

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"/> Registered Pharmacist |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other: (specify) |
| <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) 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 exclusions.oig.hhs.gov)

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