

# Internal Forensic Healthcare Auditing 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.

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Visit our web site at [www.aihc-assn.org](http://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 designed for experienced Healthcare Administrators and Executives involved in the auditing of business systems, processes, compliance, documentation, and 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?

### **Introduction to Criminal Investigations and Forensic Auditing in Health Care**

- FBI and White-Collar Crime
- Financial Investigations & Embezzlement
- Social Media Checks
- NHCAA
- Medical Identity Theft
- Difference between Internal and External Investigations
- Steps to Conduct an Internal Forensic Investigation

### **Accepting the Investigation**

- Investigation Checklist
- 10 Common Investigation Mistakes – What Not to Do
- Qualifications – What to Consider When Accepting the Investigation
- Difference between White, Blue, Red and Pink Collar Crimes
- Availability and Meeting Regulatory Deadlines (HIPAA, CMS Fraud & Abuse)
- Conflict of Interest & Recusing Yourself
- Understanding Bias and the Investigative Process

### **Planning the Internal Work Place Investigation**

- Drafting the Plan – Reconnaissance
- Collecting and Handling Evidence
- IT and Digital Evidence
- Chain of Custody (CoC) Tracking and Documentation Requirements

### **Gathering Audit Evidence**

- Characteristics of Objective Evidence
- Managing Evidence
- Detecting Problems when Auditing EMR/EHR for Evidence
- Securing Data as Potential Evidence
- Differentiating between Medical ID Theft or Falsified Data

### **Gathering Evidence through the Interview Process**

- The Interview Process – Preliminary Considerations
- Fine-Tuning Your Approach
- Interview the Subject
- Assessing Credibility and Detecting Deception
- Interview Memos and Documentation

### **Analyzing Data and Report Findings**

- Avoiding Bias, Analyzing Issues and Objective Report Writing
- Burden of Proof
- Recommended Basic Report Structure
- Writing the Report
- Complex Report Models
- Dissemination of information and Security of Communications

## 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.
- Two Textbooks: Internal Forensic Auditing Reference Guide eBook  
Investigative Interviewing
- 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 will have the *option* to certify as a Certified Internal Forensic Healthcare Auditor (CIFHA) after successful completion of the Forensic Auditing Training Program. 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 is *included* in your training program tuition provided you take the exam within three months of completing the program. [Click Here](#) for more information regarding the CIFHA exam.

## How do I maintain my CIFHA 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

**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](#).



# Internal Forensic Healthcare Auditing Training Program

## Registration Form

<b>Enrollment Date:</b>  <b>Print Name &amp; Credentials: (one form per person)</b>  <b>Employer Name &amp; Address:</b>  <b>Home Address:</b>  <b>Print Position &amp; Check Highest Level of Education:</b>	<p style="text-align: center;"><b><u>Tuition (Check Appropriate Box)</u></b></p> <b>Internal Forensic Healthcare Auditing Training Program:</b> <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____ (if applicable)  <b>AIHC Member?</b> Use the member coupon code and register for less! <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____
<b>Clearly Print Your Email Address(es):</b> (For website administration & confirmation of registration)  Primary:  Alternate:	<b>Work Phone Number:</b>   <b>Alternate Phone / Cell Number:</b>
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover	
<b>Charge My Credit Card:</b> [ ] MasterCard    [ ] VISA    [ ] 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: _____	
<b>Paying by Corporate Check? Amount Due: \$ _____</b> <b>Please make checks payable to: AIHC</b>	
<b>Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256</b> <b>PHONE: 330-241-5635 / FAX: 330-952-0716</b>	
Please visit our website at <a href="http://www.aihc-assn.org">www.aihc-assn.org</a> for more information about our company. Inquiries should be made to <a href="#">Contact Us</a>	
<b>How did you hear about us?</b> <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](http://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