

Internal Forensic Healthcare Auditor Program



An eLearn Training Program for Busy Executives

Work online at your own pace with no scheduled classes to attend

Sponsored by



American Institute of Healthcare Compliance, Inc.

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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 training program is 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?

This program provides training to learn how to conduct a basic internal investigation for forensic purposes. The following will be covered during your training:

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

Are there specific computer requirements needed for this course?

Computer
Requirements



Yes! You will need high-speed internet access, Email, Microsoft Word, Excel & Adobe Reader

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?

- ✚ Start training after registration is processed. Course must be completed in 6 months to avoid extension fees and/or penalties
- ✚ 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 Online Course Page provided
 - “Internal Forensic Auditing Reference Guide” by American Institute of Healthcare Compliance (downloadable ebook)
 - “Investigative Interviewing” by Meric Craig Bloch
- ✚ Homework and online quizzes are accessed through your Online Course Page
- ✚ Downloadable information can be used for future reference
- ✚ AIHC Membership for one year (*for non-members only*)

Experienced Healthcare Auditors will have the **option** to become 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 (\$35) CEU programs to our members

What is the cost?

Full Tuition: \$1,250.00

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

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

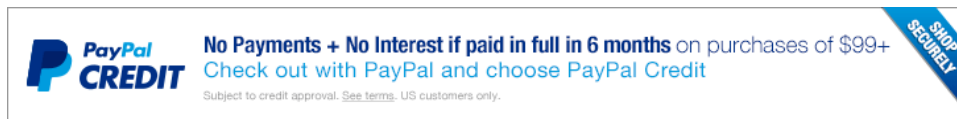
OR scroll down for a hard copy registration form

Are there payment options available?

We offer in-house payment plans – please [Contact Us](#) for more information

OR

We also offer the option to use PayPal Credit when paying online through PayPal.



Please Note: you do not need a PayPal account to use PayPal Credit

Scholarship Assistance is available to our *current* members employed with a company that does not offer tuition reimbursement.

[Click Here](#) to view our Refund and Transfer Policy



Forensic Auditing eLearn Training Program

Registration Form

Print Name/Credentials (one form per person)	Enrollment Date	Office use ONLY Date Received: Books Ordered: Web Site Access Granted: TILA <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer Name and Address: <input type="checkbox"/> <i>Ship texts here</i> <i>Is Employer paying for this course?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		Home Address: <input type="checkbox"/> <i>Ship texts here</i>		
Clearly <u>PRINT YOUR EMAIL ADDRESS(ES)</u> For website administration & registration: Primary: Alternate:				
Work Phone/Ext.:	Home Phone:	Cell Phone:		
<table border="0"> <tr> <td data-bbox="99 890 808 1008"> eLearn Training <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Coupon Code: _____ </td> <td data-bbox="808 890 1524 1008"> Are you an AIHC Member? <input type="checkbox"/> AIHC Member ID #: _____ <input type="checkbox"/> Coupon Code: _____ </td> </tr> </table> <p>Mail or Fax: Charge My Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Fax to: 330-952-0716</p> <p>Paying by American Express? Click Here to register and pay online!</p> <p>Amount Approved on Credit Card: \$ _____</p> <p>Card #: _____ Sec Code _____ Exp. Date _____</p> <p>Billing address for credit card: _____</p> <p>Name as it appears on the card: _____</p> <p>Authorized Signature & Date: _____</p>			eLearn Training <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Coupon Code: _____	Are you an AIHC Member? <input type="checkbox"/> AIHC Member ID #: _____ <input type="checkbox"/> Coupon Code: _____
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<p align="center">Paying by Corporate Check? Amount Due: _____</p> <p align="center">Please make checks payable to: AIHC</p> <p align="center">Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256 PHONE: 330-241-5635 / FAX: 330-952-0716</p> <p align="center">Please visit our website at www.aihc-assn.org for more information about our company. Inquiries should be made to Contact Us</p> <p align="center">How did you hear about us?</p> <p><input type="checkbox"/> Mailing <input type="checkbox"/> Email <input type="checkbox"/> Co-worker <input type="checkbox"/> AIHC web site <input type="checkbox"/> AIHA web site <input type="checkbox"/> Facebook <input type="checkbox"/> Other _____</p>				

American Institute of Healthcare Compliance, Inc.

Membership Application / Required for non-members enrolling in this program (Membership is included in 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"/> 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) 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.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