

# Auditing for Compliance

## Plan-Execute-Report-Corrective Action

### *Healthcare Auditor Online Training Program*

This is a 6 month Web-Based Training Program  
Work online at your own pace with no scheduled classes to attend. This course is preapproved for 18 continuing education units with AHIMA & AIHC.



## Sponsored by the American Institute of Healthcare Compliance (AIHC)

AIHC is a nonprofit 501(c)(3) organization and an internationally recognized leader in healthcare compliance training and certification. Our mission is to provide education, certification, and continuing education to healthcare administrators at a reasonable cost through our classroom and web-based training programs. Our goal is to improve the competency of medical facility management in an increasingly complex regulatory environment. We seek to promote the increased quality of administrative healthcare systems in the United States by building an international network of credentialed healthcare professionals.

## Online, eLearn Training: The Basics

eLearn training courses are online instructor assisted programs. There are no scheduled classes to attend, so you can work at your own pace. You are able to access your course information 24 hours a day, 7 days a week, by logging into the AIHC website. Your course instructor will be available to communicate by phone and e-mail to assist you throughout your training program.

## Course Prerequisites

This course is recommended for coders, Compliance and HIPAA Officers, executives, and healthcare administrators involved in auditing procedures, compliance, or records.

## Earn Continuing Education Units (CEUs)



### 18 CEUs

This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals. These continuing education units may be applied towards the Core, HIPAA, and Ethics Category CEU Renewal Requirements for the following AIHC credentials: CIFHA, CHA, CHCO, and OHCC. They may also be applied towards the Core and Ethics Category CEU Renewal Requirements for the following AIHC credentials: ICDCT-CM, and ICDCT-PCS.



### 18 CEUs

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). 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



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## Included in the Course Tuition

- An Online Course Manager is assigned to each professional enrolling in the program to provide professional guidance, technical website support, and assistance throughout the learning experience.
- Training materials and access to the online course page are provided for up to six (6) months. If you choose to attempt the optional certification exam, you must do so within twelve (12) months of your enrollment date.
- Homework, quizzes, and downloadable information can all be accessed through the online course page.
- AIHC Membership is provided for one (1) year *for first time members only*.
- One attempt at the online certification exam is included in the course tuition, provided the exam is taken within three (3) months of completing this 6 month online course.

## Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, Microsoft Word, Microsoft Excel, and Adobe Reader. You must complete this course within six (6) months of your enrollment date. Your course enrollment begins when the AIHC Office receives your course tuition payment.

## Course Learning Objectives: P-E-R-C

### 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; OIG Compliance Guidance Audit Expectations

### E – Executing the Audit

- Conducting an Internal Audit under Attorney-Client Privilege
- Executing the Project/Project Management/Launching the Audit
- Collecting Data & Inspecting Information: Know how to ask questions
- Documenting Information & Observations using Fishbone Diagram
- Audit Using Gap Analysis
- Audit & Monitoring Standards and Criteria in Health Care Organizations
- Audit Committee, Communication & the Information Loop
- Detecting violations of the False Claims Act & FERA, Federal Anti-Kickback Statute: Stark Law
- Auditing for compliant Authentication of Medical Records
  - Signature Requirements, Acceptable and Unacceptable Practices
  - Program Integrity Manual (PIM)
  - Authentication and Medical Record Keeping Principles
  - Audit Documentation for Medical Necessity – NCDs, LCD



## *Course Learning Objectives: P-E-R-C, continued*

### **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



## Optional Certification Exam

Experienced Healthcare Auditors and Compliance Officers will have the *option* to certify as a Certified Healthcare Auditor (CHA<sup>SM</sup>) after successful completion of the Auditing for Compliance Course. The online exam can be taken remotely from the comfort of your home or office. Attempts at the exam are only available by appointment with a professional AIHC proctor. **Remember:** 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.

## Maintaining Your CHA Credential

Once you are certified, you need to maintain your credential by earning six (6) CEUs annually. AIHC also offers free and low-cost CEU programs for our members.

## Full Course Tuition Non-Member Price: \$1,250

**AIHC Member Tuition: \$895**

## How to Register for this Course

### Register Online:

**Non-Members:** Register online using the [Course Registration and New AIHC Membership Form](#).

**AIHC Members:** Register through the [AIHC Member Store](#) to obtain the discounted member pricing.

**Register Multiple People:** We offer multiple student discounts if you have more than three people at your organization seeking to enroll in this training program. Please [Contact Us](#) for more information.

**Register Via Mail or Fax:** Scroll down for a hard copy enrollment form. Mail or fax your completed form to the AIHC Office to submit your registration and payment information.

## 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 or visit our website for more information about AIHC [Payment Options](#).




## Refund Policy

Refunds are not available. However, you may opt to request a credit voucher. For our eLearn courses, you have five (5) business days from your date of payment to notify us that you would like to request a credit voucher. If you have accessed the online course information, no credit voucher is available. View the [AIHC Refund Policy](#) for more details.



## Auditing for Compliance – Online Training Program

Hard Copy Registration Form *(Please submit one form per person)*

<b>Enrollment Date:</b>	<b>Tuition (Check the Appropriate Box):</b> <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Coupon Code: _____ <i>if applicable</i>
<b>Name &amp; Credentials:</b>	<b>Are You Already an AIHC Member?</b> <input type="checkbox"/> AIHC Member Tuition: \$895.00 <input type="checkbox"/> Coupon Code: _____ <i>if applicable</i>
<b>Home Address:</b>	<b>I intend to take the online certification exam after completing this program:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer Name &amp; Address:</b>	<b>Highest Level of Education:</b> <input type="checkbox"/> High School <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Masters Degree or Higher <input type="checkbox"/> Diploma Program
<i>(For website administration and registration confirmation)</i> <b>Primary Email Address:</b>	<b>Work Phone Number:</b>
<b>Alternate Email Address:</b>	<b>Alternate or Cell Phone Number:</b>
<b>Credit Card Payment Information:</b>	
   <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover	
Amount Approved on this Credit Card: \$ _____	
Card Number: _____	
Security Code: _____	Expiration Date: _____
Billing Address for this Card: _____	
Name As It Appears on this Card: _____	
Authorized Signature & Date: _____	
<b>Paying by corporate check? Amount Due: \$ _____</b>  <b>Please Make Checks Payable to: AIHC</b>  <b>AIHC Mailing Address:</b> 5000 Gateway Drive, Suite 202, Medina, Ohio 44256 <b>AIHC Fax Number:</b> (330) 952-0716  <b>How did you hear about us?</b> <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Co-Worker <input type="checkbox"/> AIHC Website <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____	



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