

UC Riverside, School of Medicine Policies and Procedures

Policy Title: Privacy and Compliance Training

Policy Number: 950-02-016

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| Responsible Officer: | Compliance and Privacy Officer |
| Responsible Office: | Compliance and Privacy Office |
| Origination Date: | April 8, 2013 |
| Date of Revision: | July 15, 2021 |
| Scope: | The responsibility for compliance rests with each employee and student in the UC Riverside School of Medicine. Regular training and education of all employees and students in the various areas of compliance is key in developing and maintaining an effective compliance program for UC Riverside School of Medicine. |

I. Policy Summary

UC Riverside School of Medicine and UC Riverside Health is committed to a culture of Compliance and believes that adherence to the highest ethical standards is essential to its mission. It is the policy of UC Riverside School of Medicine and UC Riverside Health to provide its services in compliance with all laws governing professional ethics, and to assist UC Riverside School of Medicine employees and students in understanding their responsibilities in ensuring compliance with regulatory guidelines and proper business conduct.

II. Definitions

N/A

III. Policy Text

A. Each staff member, faculty member, trainee, student, and volunteer at UC Riverside School of Medicine is required to complete general compliance training that includes:

1. Code of Conduct training
2. Fraud, Waste and Abuse training
3. HIPAA Privacy and Security training
4. Vendor Relations training

B. Additional Employee Compliance Requirements

1. In addition, there may be specific employment compliance requirements that employees must satisfy depending upon their various positions and service to the UC Riverside School of Medicine and UC Riverside Health that will be assigned as appropriate.
2. Additional mandatory Compliance training for UC Riverside School of Medicine and UC Riverside Health physicians, and other healthcare providers in the form of teaching physician guidelines, billing coding, and documentation training, is required prior to submitting encounters for professional fee services billing.

IV. Responsibilities

All SOM faculty, staff, trainees, students, and volunteers.

V. Procedures

A. All employees and students are required to complete the Code of Conduct training, HIPAA Privacy and Security Training and Vendor Relations training within 30 days after assignment, upon hire and annually thereafter.

1. All compliance related training is documented and tracked and failure to complete mandatory training may result in disciplinary action.
 - a. If additional training is required because of specific employment compliance requirements, this training will be assigned and the employee will have 30 days to complete this training.
2. For UC Riverside School of Medicine and UC Riverside Health physicians, and other healthcare providers, compliance training in the areas of Teaching Physician Guidelines, billing, coding and documentation requirements will be provided to the healthcare provider either on-line through the Learning Management System and/or provided in a face-to-face setting. Failure of a healthcare provider to participate in this mandatory training will delay submission of bills for professional fee services.

VI. Forms/Instructions

N/A

VII. Related Information

N/A

VIII. Revision History

Create Date: April 8, 2013

UCR-SOM, Administrative Policy Committee Review/Approval Date: April 8, 2013

Revised: July 15, 2021

Approvals:

COMPLIANCE COMMITTEE (07/28/2021)

PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE

DATE

DEBORAH DEAS, M.D., M.P.H
VICE CHANCELLOR, HEALTH SCIENCES
DEAN, SCHOOL OF MEDICINE

DATE