



DEPARTMENT: Compliance	POLICY DESCRIPTION: Compliance Orientation & Training
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REVISION DATES:	EFFECTIVE DATE: March 13, 2020

SCOPE

This policy is applicable to all company affiliated Centers and employees.

PURPOSE

To describe the requirements for employee compliance training.

POLICY

It is the policy of the Company that all employees will complete compliance training upon hire and annually thereafter.

PROCEDURE

1. Every employee will be required to complete general compliance training within 90 days of hire.
2. The Company will provide employees with annual “refresher” compliance training and provide periodic training and updates as needed to maintain employee awareness of compliance policies and procedures.
3. The Corporate Compliance Department will work with supervisory employees in all areas of the Company to ensure training on potential compliance issues is being done; and
4. The Corporate Compliance Department will ensure annual training on the Corporate Compliance Program is completed to ensure all employees in the workforce are being updated and trained on compliance principles.
5. Employees who work in highly regulated areas such as medical records, coding, billing, cost reporting and contracting will receive additional training, as needed, specific to their job functions.
6. Attendance at all training sessions, and training curriculum, will be documented and retained.