

STAR COMPLIANCE SERVICES COMPLIANCE STARTER TOOLKIT

Star Compliance Services offers the Compliance Starter Toolkit, the first of its kind! This toolkit provides the basic tools for developing the framework for your practice's HIPAA, health care and OSHA compliance program. Below is a brief summary of what is included in the Compliance Starter Toolkit.

I. REGULATIONS YOUR PRACTICE MUST COMPLY WITH:

Provides an outline and key sections of the laws and regulations that your practice must be aware of and comply with in order to be compliant. It includes:

- Patient Protection and Affordable Care Act - discusses the new enforcement powers that the Affordable Care Act gives to federal agencies including payment holds and revocation of a practitioner's billing number. It also discusses the requirement that all providers who participate in federal health plans must have a compliance program.
- Anti-Kickback Statute – Outlaws the knowing exchange of anything of value for a Medicare or Medicaid referral. Describes how the person does not have to know that they are violating the statute but only intended on breaking a law.
- Federal False Claims Act –Imposes liability on anyone who knowingly misleads for the purpose of obtaining a payment or avoiding the return of payments. Describes how the government must prove that the person knowingly intended to mislead. Outlines the fines and penalties for violating the law.
- Meaningful Use Requirements – Outlines the intent of the program and the program's requirements. Describes how falsely claiming to qualify for the meaningful use incentives could result in repayment of the incentive and repayment of claims made during the supposed period of compliance.
- Stark self-referral statute (sometimes called physician self-referral law or the "Stark Law") - Outlaws a physician from making referrals to designated health services entity unless the activity falls under one of the exceptions. States how no intent of wrongdoing is required. Outlined fines and penalties for violating the statute.
- Occupational Safety and Health Administration (OSHA) – Outlines the minimal requirements for ensuring the practice is free from recognized hazards and comply with OSHA standards, along with the fines and penalties for non-compliance.
- Qui Tam Actions & Whistleblowers – Describes how whistle-blowers who participate in Qui Tam suits receive a large percentage of the penalty recovered for exposing the wrong-doing and whistleblowers' rights against retaliation.
- Health Insurance Portability and Accountability Act (HIPAA) – Outlines patients' minimum rights for how their data is handled and the kinds of protections that practices must provide to protect the data.

II. Detailed Training on the Seven Steps of Compliance Mandated by the Federal Government – Breaks out the details behind the seven components and what needs to be done to satisfy each

component. Also, describes the eighth component of compliance, detailed responsibilities for the compliance officer, a risk assessment requirement and a non-retaliation policy.

- III. Customizable Compliance Program Template – Provides a compliance program template that is based on the seven steps of compliance plus an additional step that outlines your practice's commitment for non-retaliation.
- IV. POLICY AND PROCEDURE TEMPLATES – provides policy and procedure templates for security management process, risk analysis, back-up standards and workforce sanctions
- V. SELF-ASSESSMENT CHECKLISTS – provides self-assessment checklists for HIPAA and a practice's compliance program.
- VI. JOB DESCRIPTION FOR YOUR OFFICE'S COMPLIANCE, HIPAA, SECURITY AND PRIVACY OFFICER POSITIONS – Provides job descriptions, education, experience and certification requirements for HIPAA Privacy, Security and Compliance Officer positions.