Healthcare Compliance Essentials Workshop

This four-day virtual event is dedicated to helping you develop and improve your compliance management skills. Attendees have the opportunity to earn live Compliance Certification Board (CCB)® continuing education units (CEUs) from the convenience of their own home or office.

These workshops are limited to 150 participants. Register early to reserve your spot!

VIRTUAL

UPCOMING 2021 VIRTUAL WORKSHOPS

October 18–21 · December 6–9

Register online
hcca-info.org/essentialsworkshops

HCCA®
Health Care Compliance
Association

About the Healthcare Compliance Essentials Workshop

HCCA's Healthcare Compliance Essentials Workshop is a four-day virtual conference dedicated to helping you develop and improve your compliance skills. Our instructors are industry leaders that will guide you through core subject areas and help you build a foundation for your compliance career.

These workshops are limited to 150 participants.

Learning objectives

- Introduction and background to compliance and ethics programs
- Standards and procedures
- Governance, oversights, and authority
- Risk assessment
- Due diligence in delegation of authority
- Communication and training
- Incentives and enforcement
- Monitoring, auditing, and reporting systems
- Investigations
- Response to wrongdoing
- Program improvement
- HIPAA, Stark Law, Anti-Kickback Statute, and False Claims Act
- Key skills necessary for compliance professionals

Who should attend?

- Compliance officers
- Internal auditors
- Data privacy personnel
- Regulatory compliance specialists
- In-house or external compliance lawyers
- Compliance students
- Compliance analysts
- Compliance assistants
- Compliance specialists
- Compliance coordinators
- Compliance administrators

Our instructors

Doriann Cain
Associate
Faegre Drinker Biddle & Reath LLP

Sarah Couture, RN, CHC, CHRC
Managing Director
Ankura Consulting Group

Tomi Hagan, CHC, CHPC, MSN, RN
Chief Compliance Officer
Great River Health System

Steve Lokensgard, JD
Partner
Faegre Drinker Biddle & Reath

Jim Passey, CHC, CHPC
Vice President, Chief Audit & Compliance Officer
HonorHealth

Mike Sandulak, JD, CHC
Director of Investigations
Providence St. Joseph Health

Adam Turteltaub, CHC, CCEP
Chief Engagement & Strategy Officer
SCCE & HCCA

Kenneth Zeko, CHC, JD
Principal Advisor
Hall Render Advisory Services

Instructors subject to change.

BECOME CERTIFIED

Demonstrate your knowledge, gain credibility, and enhance your career with a Compliance Certification Board (CCB)® certification.

CHC™
CERTIFIED IN HEALTHCARE COMPLIANCE

CHPC™
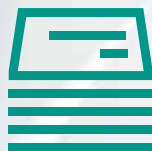CERTIFIED IN HEALTHCARE PRIVACY COMPLIANCE

CHRC™
CERTIFIED IN HEALTHCARE RESEARCH COMPLIANCE

While there is no substitute for experience, this course gives you the continuing education units (CEUs) you need as well as covers healthcare compliance essentials that can help you prepare for your certification exam.

Follow these 5 steps to certification:

Gain Work Experience → **Earn & Submit CEUs** → **Apply to Take Exam** → **Schedule Your Exam** → **Take Exam**

Learn more
hcca-info.org/certification

CCB®
COMPLIANCE
CERTIFICATION BOARD

Agenda Healthcare Compliance Essentials Workshop

All sessions listed are basic education level. Agenda times are listed in Central Time (CT).

MONDAY / DAY ONE	
8:55 – 9:00 AM CT	**Welcome and Introduction**
9:00 – 10:15 AM CT	**Intro and Background to C&E Programs** • History and evolution of compliance and ethics programs • Introduction to the required elements of a compliance and ethics program • Expectations of DHHS and other regulators
10:15 – 10:30 AM CT	**Coffee Break**
10:30 AM – 12:00 PM CT	**Standards and Procedures** • Understanding the importance of written standards including policies, procedures, and the code of conduct • Form, function, and maintenance of written standards of conduct to support the compliance program • Types and purposes of written standards and procedures
12:00 – 12:45 PM CT	**Mid-Conference Break**
12:45 – 2:15 PM CT	**Governance, Oversight, Authority** • Compliance responsibilities at each level of an organization • Positioning and structure of the compliance function • Relationship with the board of directors

TUESDAY / DAY TWO	
9:00 – 10:00 AM CT	**Risk Assessment: Part 1** • Performing compliance risk assessments • Risk criteria to consider • Design and implementation of risk responses
10:00 – 10:15 AM CT	**Coffee Break**
10:15 – 11:00 AM CT	**Risk Assessment: Part 2** • Performing compliance risk assessments • Risk criteria to consider • Design and implementation of risk responses
11:00 – 11:15 AM CT	**Coffee Break**
11:15 AM – 12:30 PM CT	**Due Diligence in Delegation of Authority** • Identifying who has important compliance responsibilities • Issues with employee background checks • Due diligence for vendors and other third parties
12:30 – 1:15 PM CT	**Mid-Conference Break**
1:15 – 2:15 PM CT	**Hot/Common Compliance Issues: Part 1** • Overview of HIPAA, Stark, Anti-Kickback and False Claims Act • Identification of critical compliance requirements • Trends and emerging issues
2:15 – 2:30 PM CT	**Coffee Break**
2:30 – 3:15 PM CT	**Hot/Common Compliance Issues: Part 2** • Overview of HIPAA, Stark, Anti-Kickback and False Claims Act • Identification of critical compliance requirements • Trends and emerging issues
3:15 – 4:15 PM CT	**Optional Networking Hour** Use this hour to interact and engage with fellow attendees and instructors. Recap the last two days, ask questions, and make connections.

Agenda   Healthcare Compliance Essentials Workshop

All sessions listed are basic education level. Agenda times are listed in Central Time (CT).

WEDNESDAY / DAY THREE

9:00- 10:15 AM CT	**Communication & Training**
	• Risk-based identification of training needs
	• Development and delivery of compliance training
	• Compliance and ethics-related communications
10:15 – 10:30 AM CT	**Coffee Break**
10:30 – 11:30 AM CT	**Monitoring, Auditing & Reporting Systems: Part 1**
	• Understanding the essential aspects of auditing and monitoring
	• Developing the compliance auditing and monitoring plan
	• Techniques and approaches to auditing and monitoring
11:30 – 11:45 AM CT	**Coffee Break**
11:45 AM – 12:45 PM CT	**Monitoring, Auditing & Reporting Systems: Part 2**
	• Understanding the essential aspects of auditing and monitoring
	• Developing the compliance auditing and monitoring plan
	• Techniques and approaches to auditing and monitoring
12:45 – 1:30 PM CT	**Mid-Conference Break**
1:30 – 2:45 PM CT	**Investigations**
	• Key steps in performing compliance investigations
	• Conducting effective interviews and gathering evidence
	• Concluding and reporting on investigations

THURSDAY / DAY FOUR

9:00 – 10:15 AM CT	**Response to Wrongdoing**
	• Actions to take when wrongdoing is discovered
	• Performing root cause analysis
	• Designing and implementing remediation actions
10:15 – 10:30 AM CT	**Coffee Break**
10:30 – 11:45 AM CT	**Incentives and Enforcement**
	• Active promotion of the compliance and ethics program
	• Use of incentives to encourage compliance
	• Discipline for identified wrongdoing
11:45 AM – 12:00 PM CT	**Coffee Break**
12:00 – 1:00 PM CT	**Program Improvement**
	• Methods of assessing performance of the compliance and ethics program
	• Focus on continuous improvement of the program
	• Internal vs. third-party assessments
1:00 – 1:45 PM CT	**Mid-Conference Break**
1:45 – 2:45 PM CT	**What is Next for Me and My Program?**
	• Key skills necessary for compliance professionals
	• Taking action to have a successful career in compliance
	• Applying what you have learned to your compliance program
2:45 – 3:45 PM CT	**Optional Networking Hour**
	Use this hour to interact and engage with fellow attendees and instructors. Recap the last four days, ask questions, and make connections.

Healthcare Compliance Essentials Workshops

HCCA

SECTION 1   Attendee Information

○ Mr ○ Mrs ○ Ms ○ Dr ○ Other _____   Member/Account ID (if known/applicable) _____

First Name _____   MI _____   Last Name _____

Credentials (CHC, CCEP, etc.) _____   Job Title _____

Organization (name of employer) _____

Street Address _____   City/Town _____

State/Province _____   Zip/Postal Code _____   Country _____

Work Phone _____   Email (required) _____

SECTION 2   Registration

Healthcare Compliance Essentials Workshops

☐	~~January 11–14, 2021 • Virtual • Central Standard Time (CST)~~
☐	~~March 1–4, 2021 • Virtual • Central Standard Time (CST)~~
☐	~~May 10–13, 2021 • Virtual • Central Daylight Time (CDT)~~
☐	~~August 16–19, 2021 • Virtual • Central Daylight Time (CDT)~~
☐	October 18–21, 2021 • Virtual • Central Daylight Time (CDT)
☐	December 6–9, 2021 • Virtual • Central Standard Time (CST)

Options

☐	Member	$895
☐	Non-Member	$1,145
☐	Registration + First-Time Membership Offer*	$1,115

*Save by joining today (first-time members only). Dues renew at $325. See "Acknowledgements" below for details.

Group Discount

☐	Group Discount for 3 or More**	($100)

**See "Group Discount Policy" under "Acknowledgments" below for details.

TOTAL $ _____

HCCA Membership: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at hcca-info.org/membership/tandc. To see the full use of your information or if you wish to opt-out, visit hcca-info.org/privacy.

Opt-Out: Select if you would like to opt-out of the following:

☐ Member Magazine Listing: HCCA lists all new members (first and last name, organization, and state or country) in our monthly magazine, *Compliance Today*®.

☐ Online Member Directory: HCCA's member directory lists first and last name, organization, title, address, and phone number.

SECTION 3   Payment

Online registration at hcca-info.org/essentialsworkshops

Mail to HCCA, 6462 City West Parkway, Eden Prairie, MN 55344 USA   **Fax** to 952.988.0146

Email to helpteam@hcca-info.org — Due to PCI compliance, do not provide credit card information via email. Email this form without credit card information, then call HCCA at 952.988.0141 or 888.580.8373 with your payment.

☐ Invoice me
☐ Check enclosed (payable to HCCA)
☐ Wire transfer requested
☐ I authorize HCCA to charge my credit card: ○ Visa ○ MasterCard ○ Discover ○ American Express

Credit Card Account Number _____   Expiration Date _____

Cardholder Name _____   Cardholder Signature _____

SECTION 4   Acknowledgements

By registering for this event, you agree to the full event Terms and Conditions, viewable at hcca-info.org/conference/tandc, including the use of your information that may be shared with conference exhibitors, attendees, speakers, affiliates, and partners for promotional and/or networking purposes. To see the full use of your information or if you wish to opt-out, visit hcca-info.org/privacy.

This virtual event registration form allows only the registered attendee to stream, participate, and earn CEUs for the event. If a second person would like to join, they must register themselves and have their own unique login to participate. Registered attendees must participate in this event in real time as recordings will not be available for any missed sessions. No audio or video recording by attendees is allowed.

Group Discount Policy: Registration forms must be sent together to ensure that the discount is applied. The group discount is not available through online registration. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount.

Photo/Video Release: By registering for this event, you grant HCCA, or anyone authorized by HCCA, the right to use or publish in print or electronic format, any photographs or video containing your image or likeness for educational, news, or promotional purposes, without compensation.

New Members: By selecting the Registration + First-Time Membership Offer, you agree to the full membership Terms and Conditions, including the use of your information, viewable at hcca-info.org/membership/tandc.

Questions? Call 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org

Healthcare Compliance Essentials Workshops

Frequently Asked Questions

How will I access this event the day of the conference?
Before the event starts, you will receive an access email with links to the virtual platform and additional conference information such as the presentations. The email goes out 1–3 days prior to the event start date and is sent to the primary email address on your account. Please be sure to check your spam folder.

What is included in the cost of my attendance?
Virtual access to the sessions, access to any supplemental conference materials, and networking opportunities.

What software is required to attend this event?
We use a variety of platforms based on the needs of each conference, but they are all web-based platforms and require a strong and stable internet connection. We highly recommend testing the platform once the access email is received to confirm you can access the platform, view the video player, and utilize the chat feature. Occasionally, those who access these digital platforms over a VPN can experience technical difficulties. Zoom will be utilized for small group discussions at applicable events, but downloading Zoom is not necessary, as they have a web-based version as well.

Can my co-workers listen in with me using screensharing or sitting together in the same room?
No, each individual who would like to participate in the conference needs to complete and submit an individual registration form. We do offer group discounts; please see our group discount options below.

Will I receive a recording of this conference?
No. Registered attendees must participate in this event in real time as recordings are not available for any missed sessions. No audio or video recording by attendees is allowed.

Is there a group discount—if so, what is it?
Yes, we offer discounts for groups of three or more from the same organization for all our live in-person and virtual events (excluding webinars). Please send all group registration forms together to helpteam@hcca-info.org for processing. A separate registration form is required for each registrant. The group discount is NOT available through online registration. Note that discounts will not be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount. For groups of 10 or more, please call 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org.

What do I get with "Registration + First-Time Membership?"
If you've never been an HCCA member, you can register as a First-Time Member. This gives you HCCA membership at a discounted rate for your first year. You also receive the member rate for the conference. As a member you receive all HCCA member benefits (discounts, *Compliance Today*® magazine, *Ethikos*® digital quarterly newsletter, member-exclusive webinars, and more). A full list of benefits can be viewed at hcca-info.org/membership. Your membership will begin once payment is received.

How do I use the credit on my account for this event?
You can complete the registration online and select the "Invoice Me" payment option at checkout. Once you receive your confirmation, email helpteam@hcca-info.org or call 952.988.0141 or 888.580.8373 to request your credit be applied toward the registration fee.

Can I get the member rate if I am an SCCE member instead of HCCA or vice versa?
Yes. As a member of SCCE or HCCA, you can receive the membership discount for both organizations' conferences; however, this cannot be done online. Please send your registration form via email to helpteam@hcca-info.org to complete your registration.

How can I cancel my registration?
If you need to cancel your participation (or send a substitute), your request must be submitted by email to helpteam@hcca-info.org. A conference credit will be issued for all registration fees paid (minus any cancellation fee) and will expire 12 months from the date of the original canceled event. Conference credits will not be issued if you do not attend the event and have not requested cancellation prior to the event start date. If sending a substitute, an additional fee may apply depending upon the membership status of the substitute.

Who can I notify of special needs or concerns prior to the conference?
Please call HCCA at 952.988.0141 or 888.580.8373 or email helpteam@hcca-info.org if you have a special need and/or require an accommodation to participate.

Continuing Education

Can I earn continuing education units (CEUs) for attending this workshop?
Yes. This workshop offers live Compliance Certification Board (CCB)® continuing education units (CEUs) for participation as well as other external credit types. For those attendees seeking external credit types, you must participate in the conference using the online virtual conference format (not just using the dial in) for attendance monitoring purposes.

To see the most up-to-date CEU approval information go to HCCA's website, hcca-info.org/conferences/essentials-workshop. Select your workshop, and then choose the Continuing Education option on the left-hand menu.

How many CEUs will I earn from attending?
CEUs are assessed based on actual attendance and credit type requested. Should the overall number of education hours you attend or that the workshop offers decrease or increase, the maximum number of CEUs available will be changed accordingly.

How do I request CEUs following this workshop?
Following this workshop, you will be provided the Application for Continuing Education Units (CEUs). To receive CEUs, you must submit this completed application following the workshop to ccb@compliancecertification.org. Only registered attendees are eligible to request CEUs for participation.

When will I receive my CEU certificate for participation?
Once your completed Application for Continuing Education Units (CEUs) has been received by our staff, your CEU account will be updated within 2–4 weeks. To view your CCB CEUs and access your certificate, you can log in to your online hcca-info.org account, go to your Account Dashboard, and scroll down to View My CEUs.

I would like to sit for one of the Compliance Certification Board (CCB)® exams following this workshop; will I qualify?
While this workshop, if attended in full, can provide you with all of the CEUs you need to meet the continuing education requirement, you will need to also review the applicable Candidate Handbook found at hcca-info.org/candidate-handbooks to ensure you meet the work experience requirement.

I have reviewed the Candidate Handbook and want to apply for the exam as soon as the workshop concludes; what's next?
Immediately following the conclusion of the workshop, if you have reviewed your Candidate Handbook and submitted your Application for Continuing Education Units (CEUs), you can go ahead and apply online for your exam at hcca-info.org/apply-exam.

Can I take my exam remotely?
Yes, CCB offers the flexibility for candidates to take their exam remotely, at a local testing site, or following certain HCCA conferences. To learn more about our various testing options, visit HCCA's website, hcca-info.org/exam-information.

I have more questions about exams and seeking certification, who can help me?
For more questions about CCB certifications, call to speak to a Certification Specialist at 952.988.0141 or 888.580.8373 or email ccb@compliancecertification.org.