Table of Contents

Foreword Introduction

Section I: Written Policies and Procedures

Corporate Compliance Program Code of Conduct for SNF Corporate Compliance Department Charter Acknowledgment of Compliance Corporate Compliance Posttest Posttest Answer Key

Section II: Compliance Officers and Committees

Compliance Committee Charter Director Audit and Compliance Job Description Compliance Specialist Job Description General Job Description Template General Performance Review Template New Manager Knowledge & Skills Assessment

Section III: Allocate Sufficient Resources and Authority

Section IV: Exercise Due Care to Avoid Delegation of Substantial Authority

Employee and Vendor Exclusion Screening—LEIE/OIG Sample Policy on Exclusion Screening Employee License Verification Sample Policy on License Verification

Section V: Conducting Training and Education

Compliance Training Program Outline Compliance Training Program Outline Therapy Services Coding Compliance Employee Compliance Training Record Sign-In Attendance Sheet

Section VI: Auditing and Monitoring

Compliance Auditing Tool MDS Chart Audit Tool CAA Completion Audit Tool Quarterly Compliance Visit Report Part A Triple Check Part B Triple Check Assessment Itinerary Announced Site Visit Checklist for Unannounced Audit CMS Resident Review Worksheet Quality of Life Resident Interview Quality of Life Family Interview Quality of Life Group Interview State Survey Form

Section VII: Enforcing Standards and Disciplinary Guidelines Disciplinary Notice

Section VIII: Responding to Detected Offenses (Response and Prevention) Grievance Policy and Procedure

Assistance Form Compliance Bulletin Board Posting Hotline Poster Poster on Suggestion Box Intercommittee Action Request Meeting Checklist Meeting Attendance Record Meeting Minutes Medicare Meeting Minutes Format Medicare Meeting Log Part B

Section IX: Risk Assessment

The OIG's Role Questionable Billing by SNFs OIG Report White Paper