

**UBMD Compliance Office**

New Employee Compliance Training Checklist

According to the UBMD Compliance Plan, all new employees must complete Compliance Training within the first six months of employment.

To ensure that all new employees in all practice plans receive the same complete training, the following checklist should be followed. Please make sure all listed items are completed.

 Complete New Provider Training, if Applicable.

 Provide Copy of Compliance Office Contact Sheet.

 Provide Copies of UBMD Compliance Hotline Flier & Reporting Form.

 Provide Copy of UBMD Compliance Plan (hard copy or electronic).

 Complete Compliance Plan PowerPoint Training.

 Compliance Plan Signed Acknowledgement (to be kept on file with practice plan).

 Complete HIPAA Training.

 Complete Fraud, Waste & Abuse Training.

 Complete Sexual Harassment Training.

Explain that HIPAA, FWA, and Sexual Harassment training is required now, and annually thereafter (reminders will be given by the UBMD Compliance Office during the year).

All training documents and programs can be found on our website (ubmd.com) unless otherwise noted. If you have any questions, please contact the Compliance Office.