The Right Solution for Compliance

Experience

Eagle Associates has been an MDA-endorsed vendor for over 10 years and has been providing affordable compliance services for over 30 years. Compliance for the practice setting is our focus and you can rely on our expertise.

Support

Our experienced and friendly consultants are available to answer unlimited questions by telephone or email at no additional cost to your organization. Ongoing customer support is what sets Eagle Associates above our competitors.

Less Work

Our policies are complete and easy to implement with user-friendly tools provided. Employee training materials, forms, audit tools and more are included with our compliance programs to ensure that you achieve compliance. Our expert guidance will allow you to focus on patient care and your business operations.

Less Cost

Beyond our competitive list fees, MDA Members are offered a special discount. Be sure to compare ongoing support features when considering other compliance service providers.

Less Worry

We consistently monitor federal regulations and their interpretations to provide you with vital updates to ensure your continued compliance. Our compliance programs include a full year of service, with the option to renew support for a greatly refuced fee. Policies, forms, and employee training are updated annually.

Please review our available services on the following pages and feel free to contact me with any questions. I'll be happy to help you determine the best combination of services to accomplish your compliance goals, considering the size of your organization and its current level of compliance.

Matt Prochaska
Project Manager
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(800) 777-2337

Compliance Programs

Each of our compliance programs include a complete policy manual, required workforce member training, and tools that will simplify your compliance efforts, such as audit plans, a security risk analysis template and a full array of forms. We'll provide an initial orientation phone call to get you started and our ongoing support includes help with any questions that arise and assistance in responding to inquiries from the Office for Civil Rights (HIPAA enforcement), OSHA, or other regulatory agencies.

Our compliance programs include a full year of service and any necessary revisions to policies, forms or training that result from a regulatory change.

HIPAA COMPLIANCE SYSTEM

- HIPAA Compliance Manual

- Orientation handbook for initial training

- Annual training modules to meet HIPAA requirements (see page 3 for training curriculum)

- Security Risk Analysis digital workbook

- Required forms such as Notice of Privacy Practices, Business Associate Agreement, confidentiality agreements, authorizations, etc.

- Our HIPAA Audit Plan (digital workbook) is provided to help you easily implement privacy policies and complete required annual policy reviews.

CUSTOM SAFETY (OSHA) PROGRAM

- Safety Manual - customized with safety policies that are relevant to your workplace

- Orientation handbook for initial training

- Annual training modules to meet OSHA requirements (see page 3 for training curriculum)

- Forms for required documentation, such as hazard assessment, chemical inventory, etc.

- Our Safety Audit Plan (digital workbook) is provided to help you easily implement your safety program and complete required annual policy reviews.

OIG COMPLIANCE PROGRAM

- OIG Policy Manual

- Orientation handbook for initial training

- Annual Fraud, Waste and Abuse Prevention training to meet OIG requirements

- Forms for required documentation, such as employee code of conduct, exclusion screening, etc.

- Our OIG Implementation and Review Guide will outline initial compliance activities and annual review requirements.

AMERICAN PRACTICE ADVISOR®

A subscription to our digital monthly journal is included with each of our compliance programs. The *Advisor®* provides helpful articles on common compliance issues impacting the practice setting and will keep you informed of pending regulatory changes. The *Advisor®* is written in a practical, easy-to-use format that provides instruction, examples, sample forms, reminders and more.

Workforce Member Training

ANNUAL STAFF TRAINING

In addition to orientation handbooks for initial training, each compliance program includes access to the following annual staff training curriculum:

Privacy Breach-HIPAA	Bloodborne Pathogens-OSHA
Security Rule-HIPAA	Emergency Preparedness-OSHA
Privacy Rule-HIPAA	Workplace Violence and Harassment-OSHA
Ergonomics-OSHA	Infectious Disease Preparedness-OSHA
TB Infection Control-OSHA	Fraud, Waste & Abuse Prevention-OIG
Hazard Communication-OSHA	

One self-study training module is published each month, except in December, including a short training quiz to document staff participation. Training notes are also provided for the person responsible for administering the training, including a key to the quiz. Training materials are provided in PDF format for easy printing or electronic distribution to your staff. As an alternative, training modules may be discussed in a staff meeting and a training log signed to serve as documentation that required training was provided.

SPECIAL TRAINING MODULES

The Custom Safety Program includes additional safety training modules that may be necessary if employees are exposed to certain hazards in the workplace. The following additional safety training modules are available:

Compressed Gas Safety	Laser Safety
Electrical Safety	Liquid Nitrogen Safety
Formaldehyde Exposure Control	Lockout/Tagout of Healthcare Equipment
Hazardous Drug Safety	Medical Waste-Department of Transportation
Ionizing Radiation Safety	Nitrous Oxide

E-COMPLIANCE TRAINING (ECT)

ECT was developed for larger organizations to provide paperless training documentation and an alternative to manual administration. The training curriculum is the same as listed above under ANNUAL STAFF TRAINING and SPECIAL TRAINING MODULES, however, the training modules are made available through a user-friendly, online platform that may be used by staff members to view training materials and take a short training test. Continuing Education (CE) credit is offered for each completed training module. Management personnel will be provided special access to track workforce member participation. Please see the fee schedule on page 4 for pricing.

- **How It Works** Each employee is provided with online access to monthly training materials and short training tests that serve as documentation of the training provided. Employees may print a transcript upon completion of each training module. Training reports can be pulled at any time by a management contact at your practice to monitor participation.

- **New Hire Orientations** ECT includes initial OSHA, HIPAA and OIG training modules for new hires or for first-time training of your existing staff.

MDA Member Fee Schedule

COMPLIANCE PROGRAMS

	First Year Fee	Combined Program Fees	
HIPAA Compliance System (HCS)	$495	Any 2 programs - $890	All 3 programs - $1180
Custom Safety (OSHA) Program (CSP)	$495		
OIG Compliance Program (OIG)	$495		

	Renewal Fee	Combined Renewal Fees	
HIPAA Compliance System - HCS	$375	Any 2 programs - $480	All 3 programs - $575
Custom Safety (OSHA) Program - CSP	$375		
OIG Compliance Program	$375		

ADD-ON PRODUCTS & SERVICES

- **Digital Policy Manual** (with purchase of a compliance program) — $125.00 per manual

- **Additional Hard-Copy Policy Manual** — $125.00 per manual

- **Licensing Fee for Additional Practice Sites** — $75.00 per site

  Includes use of program policies, forms, training materials, audit plans and compliance support.

- **Security Risk Analysis Assistance** — $450.00

  This service is only available to HIPAA Compliance System subscribers. This fee only applies if you would like one of our Compliance Consultants to complete the analysis <u>with you</u>. The SRA template is included with the HIPAA Compliance System.

ONLINE EMPLOYEE TRAINING PROGRAM

E-Compliance Training — $18.00 per person, per year *

This is an optional, digital upgrade to the training program that is included with our compliance programs. Please review the features of the program at the bottom of page 3.

- * A minimum total fee of $360 per year is charged if fewer than 20 participants are enrolled.

- * Discounts are offered on enrollments of more than 100 participants.