
Corporate Compliance – Compliance Education and Training AD.CC35

POLICY:

Lifesong Hospice and Palliative Care provides an ongoing program for the training of its employees, Board members, physicians, independent contractors and other significant agents on matters related to the compliance program, fraud and abuse, ethical practices and compliance with Federal and State hospice regulations.

PROCEDURE:

1. All Board members, staff and volunteers receive training regarding the hospice's Corporate Compliance Program and are required to sign a certificate of attendance and attest to receiving a copy of the *Standards of Conduct* and a description of the Compliance Program.
2. All new Board members, employees and volunteers receive training regarding the Corporate Compliance Program at the time of orientation to Lifesong Hospice and Palliative Care.
3. Compliance education and training is included in the mandatory annual education requirements.
4. The Compliance Officer maintains a record of dates, attendance, topics and distributed materials.
5. Attendance and participation in the compliance education program is a condition of employment.

Created:	Reviewed:	Revised:	Effective:
04/2018	09/2018		4/2019