



2016 Annual Training and Compliance Awareness

The Augusta University and AU Health Compliance Program was created to assure that the enterprise meets its commitment to comply with all laws, regulations, and policies in its operations. It is a pro-active program which includes training workforce members to be better equipped to prevent, detect, and report illegal, unethical, or non-compliant incidents.

To access your annual training assignment, go to <https://train.augusta.edu> in your web browser and use your Net ID and password to login. **It is recommended to use a browser such as FireFox or Google Chrome for this training.** If you have any issues or questions with login, contact the Help Desk at 706-721-4000 or 706-721-7500.

This year's Annual Training and Compliance awareness assignments are outlined below:

Augusta University Workforce Members (including student employees)

Within this course assignment, review the content and complete the quiz or attestation for each of the following modules:

2016 Annual Compliance

- CARE Team
- Employee Handbook Review – Augusta University
- Environmental Safety, Security and Emergency Response
- FERPA/Drug-Free Schools and Campuses
- Fraud, Waste and Abuse
- Healthy Perspectives
- Information Security/Confidentiality Statement
- Patient's Privacy Rights and HIPAA
- State Business Transactions Reminder

AU Health Workforce Members

Within this course assignment, review the content and complete the quiz or attestation for each of the following modules:

2016 Annual Compliance – Health System Employees

- Environmental Safety, Security and Emergency Response
- Fraud, Waste and Abuse
- Healthy Perspectives
- Information Security/Confidentiality Statement
- Patient's Privacy Rights and HIPAA

Management Communications and Computer Access

Please make this notification available for your employees or students without computer access and advise them computers are available to use in the Greenblatt Library or contact Workforce Development at 706-721-8175 to schedule a computer session in the HR Training Room.

Compliance Hotline

Augusta University and AU Health System provides an anonymous Compliance Hotline (1-800-576-6623) available 24 hours a day, seven days a week to report any complaints or concerns you may have related to compliance issues. You can also file a report online by clicking here:

[File a Report Online](#)



The poster features the text "DO THE RIGHT THING" at the top, followed by "Report concerns of unethical, noncompliant, or illegal activity." Below this, it states "By reporting wrongdoing, you are protecting the INTEGRITY and VALUES of our university and health system." The poster includes two images: one of a person in a white lab coat and another of a person in a white lab coat with a stethoscope. The text "COMPLIANCE HOTLINE" is prominently displayed, along with "Anonymous/Confidential Reporting" and the phone number "800-576-6623". The website "augusta.edu/compliance/hotline.php" is listed, along with the logos for Augusta University and Health. At the bottom, it mentions "OFFICE OF COMPLIANCE AND ENTERPRISE RISK MANAGEMENT" and provides contact information: "PHONE: 706-721-4000" and "EMAIL: compliance@augusta.edu or privacy@augusta.edu".

Instructions to Access Training and Additional Assistance

- To access your annual training assignment, go to <http://train.augusta.edu> in your web browser. **It is recommended to use a browser such as FireFox or Google Chrome for this training.**
- Log-in by using your Net ID and password (this is the same username and password you use to access Outlook and login to your work station each day):
 - If this is your first login, you will be prompted by the Novell Access Manager to continue. Click **"Yes"** on the Novell Access Manager Service Provider page to continue.
 - If you have any issues or questions with login, contact the Help Desk at 706-721-4000 or 706-721-7500.
- Once you've logged in to [Workforce Learn Online](#) (WLOL), click on the drop-down arrow next to **Select a Course** at the top of the page.



- From the listing of courses, select the **2016 Annual Compliance** course by clicking on it.
- Please note all modules and quizzes or attestations must be finished for a module to be considered complete.
- Once all modules within this course are complete, a certificate of completion may be accessed/printed by selecting **Awards** at the top of the page.



- Please refer to the [Quick Tips Guide](#) for additional instructions for accessing content and grades.
- Learning labs have been scheduled on both campuses to assist employees who may need help in completing this important training assignment.