

2018 Annual Required Compliance Training for AU Health Employees

(AU Health Compliance Training includes some Augusta University employees involved in patient care activities to include some DCG and MCG Residents.)

The AU Health Compliance Program was created to assure AU Health meets its commitment to comply with all laws, regulations and policies in its operations. It is a proactive 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 www.healthstream.com/hlc/augustauniversity in your web browser and use your Net ID and password to log in. ***It is recommended to use Internet Explorer for this training as the preferred browser.*** If you have any issues or questions with your login, contact the Help Desk at 706-721-4000.

This year's Annual Compliance Training assignments are outlined below and will be assigned to all AU Health employees, providers and AU residents by **2:00 p.m. on Monday, December 10, 2018, with a completion due date of Thursday, January 31, 2019.**

AU Health Employees (AUMC/AUMA)

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

2018 Annual Required Training

- AU Medical Center Employee Reaffirmation Statement
- Basic EMTALA for Employees (assigned to all but licensed providers)
- CARE Team Training
- Conflict of Interest Disclosure
- Fraud, Waste and Abuse
- HIPAA Privacy and Security Refresher

AU Health Associates Who Are University Employees/Students/Residents/Providers

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

2018 Annual Required Training

- AU Medical Center Employee Reaffirmation Statement
- CARE Team Training
- Conflict of Interest Disclosure Training
- Basic EMTALA for Employees (assigned to all but licensed providers)
- Basic EMTALA for Providers (assigned to licensed providers only)
- FERPA/Drug-Free Schools and Campuses
- Fraud, Waste and Abuse
- HIPAA Privacy and Security Refresher
- State Business Transactions Reminder (AU residents, employees only)

****A separate HealthStream course titled Emergency Preparedness will be assigned to all AU Health employees along with the 2018 Annual Required Training course. This course will replace the Annual Safety, Security and Emergency Response module generally found within the Annual Required (Compliance) Training course.***

Management Communications and Computer Access

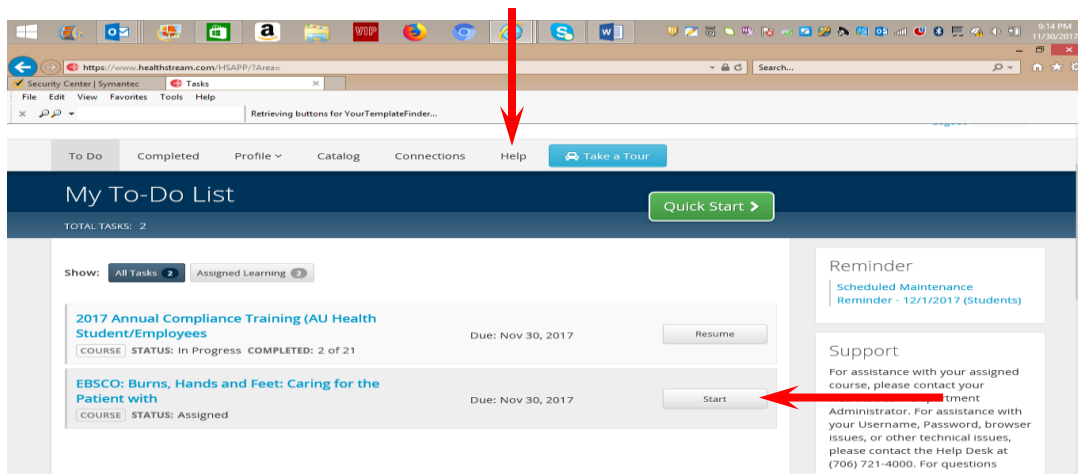
Please make this notification available for your employees without computer access, and advise them that computers are available to use in the Greenblatt Library and the Health Sciences Building. Alternatively, you may contact HR-Learning, Leadership and Development at 706-721-4054 to schedule a computer session in the HR Training Room.

Instructions to Access Training and Contact Information for Additional Assistance

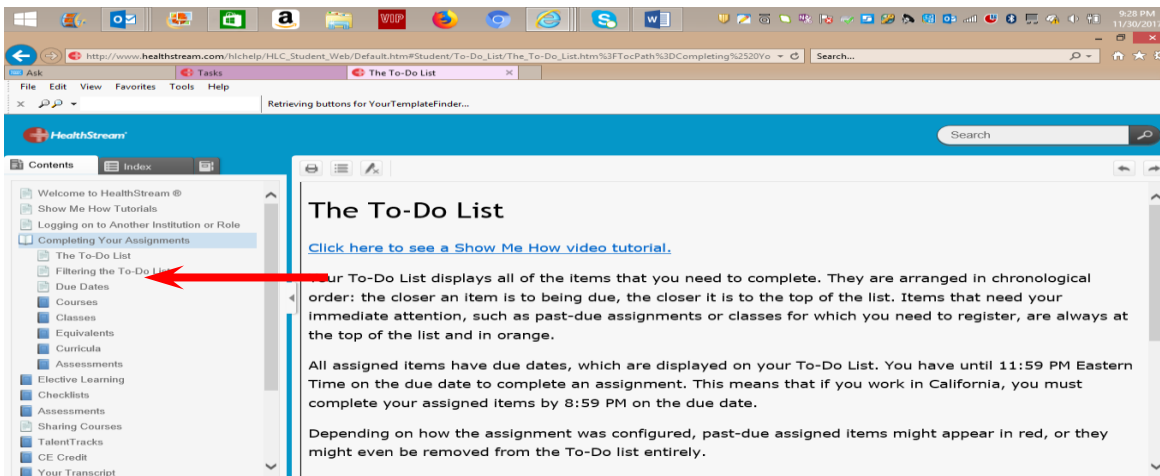
- To access your annual training assignment, go to www.healthstream.com/hlc/augustauniversity in your web browser. **It is recommended to use Internet Explorer for this training as the preferred browser.**
- Log-in by using your Net ID and password (this is the same username and password you use to access Outlook and login to your work station each day):
 - If you have any issues or questions with your login, contact the Help Desk at 706-721-4000 or (706) 721-7500.
- Once you've logged in to the [HealthStream Learning Center](#) (HLC), click on your **To Do List**.



- On your **My To-Do List** page, click on the **Start** button to begin the **2018 Annual Compliance Training** assignment or other course assignment.
- All HLC users will have access to an online **Help Guide** within the system should they need instructions in navigating the system.



- Once the Help Guide opens, users can choose the topic of choice from the navigation pane at the left of the page by clicking on the topic.



- Learning labs have been scheduled on the Health Sciences and Summerville Campuses to assist employees in completing this important assignment.

Compliance Hotline

Augusta University 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 may also file a report online by clicking here:



The banner is vertical and features the text "HONESTY ETHICS RESPECT TRUST HON" repeated on the left and right sides. The main text reads "DO THE RIGHT THING" in large, bold letters, followed by "Report concerns of unethical, noncompliant, or illegal activity." Below this, it says "By reporting wrongdoing, you are protecting the INTEGRITY and VALUES of our university and health system." There are four small images: a healthcare worker in a lab coat, a group of people walking, a person in a lab coat, and a patient in a hospital bed. The text "COMPLIANCE HOTLINE" is prominently displayed, followed by "Anonymous/Confidential Reporting" and "AVAILABLE 24 / 7 / 365 800-576-6623". At the bottom, it provides the website "augusta.edu/compliance/hotline.php" and notes "HOTLINE OPERATED BY INDEPENDENT COMPANY". Logos for Augusta University and Health Augusta are also present. At the very bottom, it lists "OFFICE OF COMPLIANCE and ETHICS/RISK MANAGEMENT" with phone and email information, and a small disclaimer: "Augusta University is a part of the University System of Georgia. Texts produced for the Division of Communications and Marketing."