CPCO™ Compliance Officer Course Syllabus

Prerequisites: Minimum of two years health care experience is strongly recommended.

Clock Hours: 20 (*Note:* 20 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 3-month period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 20 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

Course Description: The student will learn key requirements needed to effectively develop, implement, and monitor a healthcare compliance program for your practice based on governmental regulatory guidelines — including internal compliance reviews, audits, risk assessments, and staff education and training. This course is recommended for anyone who is preparing for a career as a Compliance Officer and strongly recommended for anyone who is preparing for AAPC's CPCO certification exam.

Course Objectives:

- The OIG Compliance Guidance for Individual and Small Group Physician Practices, Clinical Laboratories, and Third-Party Billing Companies
- Compliance program effectiveness
- Key healthcare fraud and abuse laws including the False Claims Act, Stark Laws, and Anti-Kickback Statute, including the associated penalties
- How the PPACA will affect medical practices
- Other laws and regulations including HIPAA, EMTALA, and CLIA
- Handling investigations, including self-disclosure protocols
- Requirements under Corporate Integrity Agreements (CIAs) and Certificate of Compliance Agreements (CCAs)
- Current investigative activities (RACs, ZPICs, MFCUs)
- Various risk areas including items such as gifts/gratuities, conflicts of interest, use of Advance Beneficiary Notices, teaching physician's guidelines, and incident-to services

Course Content:

- A history of healthcare compliance in the United States
- OIG Compliance Program Guidance for Individual Physicians and Small Group Practices
- Other Applicable OIG Compliance Program Guidance
- Key Enforcement Laws
- HIPAA
- EMTALA and CLIA
- OSHA
- HR Laws
- Investigations and the Legal Process
- Key and Other Risk Areas
- RACs, ZPICs, MICs, PSCs, MFCUs
- References and Resources

- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, interactive audio/video lectures, quizzes, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 3 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter review exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Medical Compliance Training: CPCO™, eBook; AAPC; AAPC publisher

Computer Requirements: High-speed internet connection with Blackboard supported Operating System & Web browser (see "Course Requirements" tab http://www.aapc.com/training/cpco-online-compliance-officer-course.aspx); Adobe Acrobat Reader. For best experience, use of a mobile device and Blackboard app is ***not*** recommended.

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see AAPC website for most current enrollment fees: https://www.aapc.com/training/cpco-complete-training-package.aspx