# 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. 2023 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