

## Online Compliance Training Instructions

Downstate's Compliance training programs are online programs, available from any computer with Internet access, whether at home or at work. You do not need to complete them all in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session (with the exception of the Downstate ICD10 course\*).

*\*The ICD10 is an audio program; you will need to make sure to have headphones or speakers available when taking this course. The ICD10 courseware consists of an overview video, coupled with a specific video for each specialty. Please note that if you exit the course before completing the video in a specific module, when you log in again, the course will bring you back to the beginning of that video.*

### Internet Explorer is recommended to run this program.

Please note that **ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON.**

If you do not have access to a computer with Internet, the Learning Resource Center (LRC) in the basement of the DMC Library has designated terminals for the Compliance training programs. Please check with LRC for their hours of operation.

### 1) Navigate to the Website:

- To launch the compliance web-training, open your browser. In the address bar, type the following information: [www.downstate.edu](http://www.downstate.edu). Click on the "Compliance & HIPAA Training" icon (located on the lower left hand side of the Downstate main web-page).
- Click on the link to log on to Compliance Training: [Log-on to Compliance Training:](#)



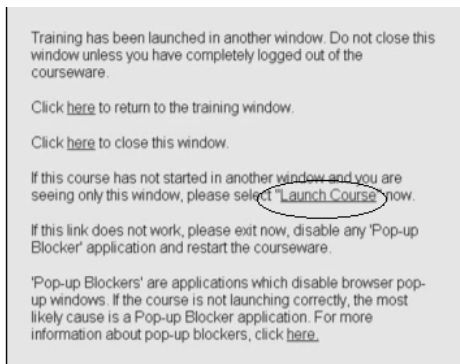
a)



b)

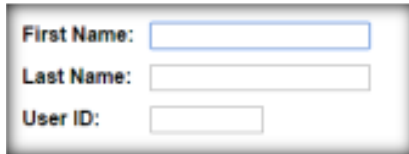
### 2) Pop-Up Blockers:

If you are running a pop-up blocker, a page similar to the one below may appear. Note the link that says 'Launch Course' (it's circled on the diagram). Click that link to open the training.



### 3) Log-On Screen:

When prompted for 'log-in,' please type the information provided to you into the corresponding fields of the login screen. Then select 'CONTINUE' to move on.



First Name:   
Last Name:   
User ID:

### 4) Select Viewing Options:

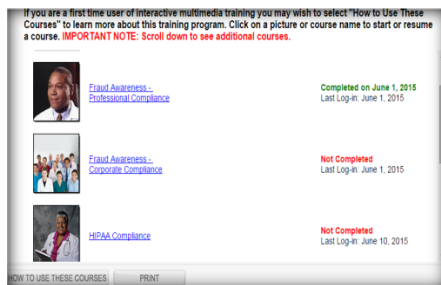
Select your viewing options:

- Text & Graphics; or
- Video with Audio and Text (speakers or headphones required).




Hit the CONTINUE button on the bottom of this screen to advance to the course menu.

### 5) Course Login Screen:

Select a course by clicking on a course name or picture in the screen depicted below. Note that one or more courses may appear; depending on the coursework you've been assigned.



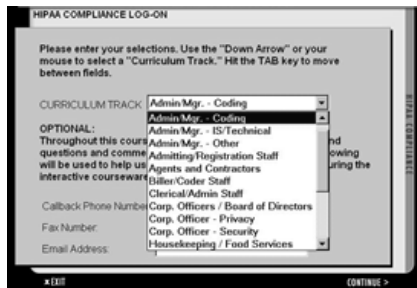
If you are a first time user of interactive multimedia training you may wish to select "How to Use These Courses" to learn more about this training program. Click on a picture or course name to start or resume a course. **IMPORTANT NOTE:** Scroll down to see additional courses.

	<a href="#">Fraud Awareness - Professional Compliance</a>	Completed on June 1, 2015 Last Log-in: June 1, 2015
	<a href="#">Fraud Awareness - Corporate Compliance</a>	Not Completed Last Log-in: June 1, 2015
	<a href="#">HIPAA Compliance</a>	Not Completed Last Log-in: June 10, 2015

HOW TO USE THESE COURSES    PRINT

### 6) Courseware Login Screen- Curriculum Track

Select an appropriate 'Curriculum Track' from the pull-down list on this screen. Based on your selection, the courseware will tailor the content to provide you with the most appropriate learning materials.



HIPAA COMPLIANCE LOG-ON

Please enter your selections. Use the "Down Arrow" or your mouse to select a "Curriculum Track." Hit the TAB key to move between fields.

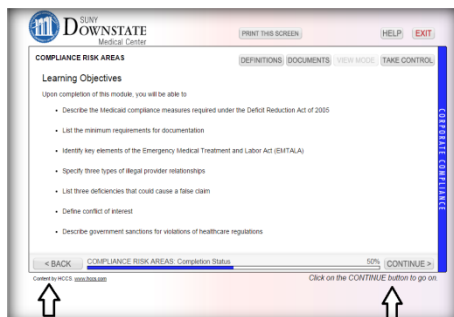
CURRICULUM TRACK: Admin'Mgr. - Coding  
Admin'Mgr. - Coding  
OPTIONAL: Admin'Mgr. - IS/Technical  
Admin'Mgr. - Other  
Admitting/Registration Staff  
Agents and Contractors  
Billing/Coder Staff  
Clerical/Admin Staff  
Corp. Officers / Board of Directors  
Corp. Officer - Privacy  
Corp. Officer - Security  
Housekeeping / Food Services

Callback Phone Number  
Fax Number  
Email Address

EXIT    CONTINUE >

### 7) Moving Through the Courseware:

To navigate the courseware, there are two buttons at the bottom of each screen- 'Back' and 'Continue.' These buttons will be in the same place on every screen. The bar progress in between them will tell you how far you have moved along in a module.



Downstate  
Medical Center

COMPLIANCE RISK AREAS

DEFINITIONS    DOCUMENTS    VIEW MODE    TAKE CONTROL

Learning Objectives

Upon completion of this module, you will be able to

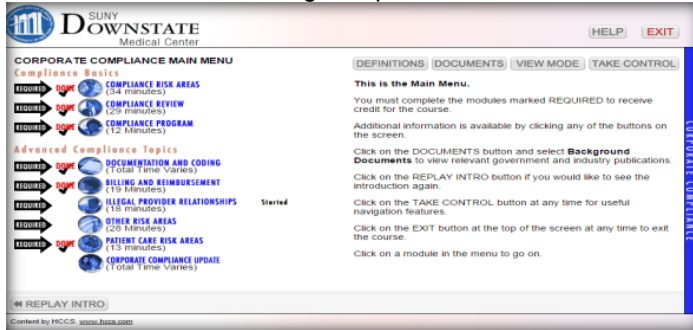
- Describe the Medicaid compliance measures required under the Deficit Reduction Act of 2005
- List the minimum requirements for documentation
- Identify key elements of the Emergency Medical Treatment and Labor Act (EMTALA)
- Specify three types of illegal provider relationships
- List three deficiencies that could cause a false claim
- Define conflict of interest
- Describe government sanctions for violations of healthcare regulations

< BACK    COMPLIANCE RISK AREAS: Completion Status    50%    CONTINUE >

Center for HCS    us333a33    Click on the CONTINUE button to go on

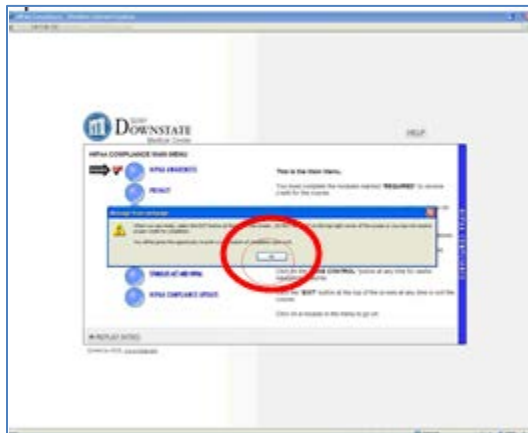
8) You must complete all modules that have an arrow with the word 'Required.' Each main module includes small sections/ sub-sections.

- o Make sure you complete all required sections and sub-sections to receive credit for the course.
- o You will receive credit for each module on the main menu of the course after you have viewed all of the required material and answered all of the test questions.
- o A checkmark denoting completion of a module will be displayed on the main menu of the program.



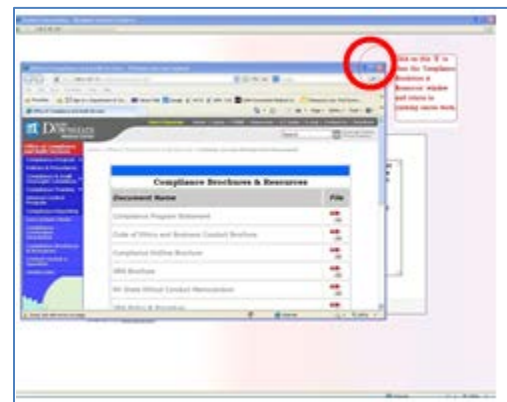
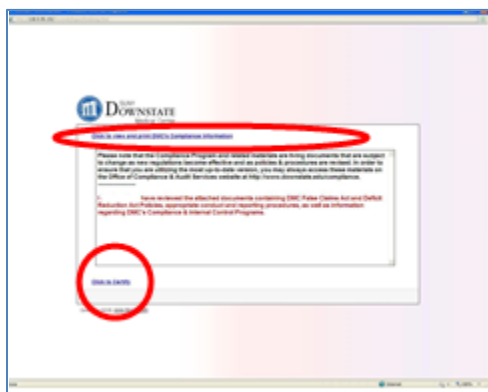
**\*DO NOT hit the "X" button on the top-right corner of the screen or you may not receive proper credit for completion. You must exit the program correctly by clicking on the 'EXIT' button to leave the course.**

9) Upon completion of the course, a pop-up screen with a message from the webpage will appear. Click 'OK,' then Click 'Exit.' You will be given the opportunity to print a confirmation of completion upon exit.

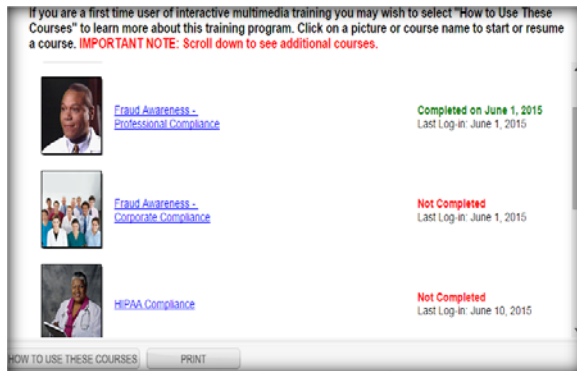


**Note:** For some courses, review of DMC's compliance training information/documents, as shown in the screen shots below, is required before exiting.

- o Click on link to view and print DMC's Compliance information.
- o A separate window with a list of DMC's Compliance information PDFs will appear. After viewing, close this window by clicking the 'x.'



**8) Make sure you complete all required sections and sub-sections within each course work.** Upon completion of each course, a pop-up screen will appear that indicates you have completed all of the required material of the course work. If you do not get this message, you have not completed all of the required sections. Return to the Course menu screen and select any course without a completion status.



To ensure the server uploads your information and notates you as complete, please follow instructions on the screen to exit out of each course properly.

**Important: All registered courses shown on the main menu must be completed to be in full compliance.**

If you have any confusion/ difficulty with these instructions, please contact the Office Compliance & Audit Services at (718) 270- 4033 for assistance.