

Name: _____

Date: _____

1. What is the name of the agency's Compliance Officer? _____

2. What is one way to contact the Compliance Officer? _____

3. What document is the most important part of the compliance plan/policies for everyone to read and understand?

4. What is a false claim? (Define or give an example)

5. You are required to report any suspected billing discrepancies, such as billing for services not provided, or billing for services that are not documented.

TRUE or FALSE (circle one)

6. An ISP must clearly list Arc of Onondaga as a provider for the agency to be able to bill for services.

TRUE or FALSE (circle one)

7. Only issues that include billing concerns are Corporate Compliance issues.

TRUE or FALSE (circle one)

8. If I disclose a potential conflict of interest, I will face disciplinary action.

TRUE or FALSE (circle one)

9. There's a 5 minutes window on half-day/full day billing times.

TRUE or FALSE (circle one)

10. Failure to report non-compliance by my co-workers can lead to disciplinary action against me.

TRUE or FALSE (circle one)

11. As long as an individual is present, the agency can bill for services.

TRUE or FALSE (circle one)

12. The agency maintains a separate hotline to report compliance concerns.

TRUE or FALSE (circle one)

13. When a document is dated, as long as the month and date are included, it's okay if the year is missing.

TRUE or FALSE (circle one)

14. List one compliance or documentation standard.

15. What is one question you can ask yourself when you are faced with an ethical dilemma?

16. Who is responsible for the validity and accuracy of the billable documentation?

- a. Site Supervisor
- b. Plan Coordinator
- c. Finance Department
- d. Person who signed and dated the documentation

17. What is a compliance program?

- a. Something that we have sitting on a shelf
- b. Training that I must attend annually
- c. It is about prevention, detection and enforcement of rules and regulations
- d. It is about meeting the city's regulations

18. If I become aware of something that might be fraud or does not meet our billing standards, I should:

- a. Tell another staff member
- b. Do nothing
- c. Talk to the Compliance Officer, my supervisor or call the hotline
- d. See if I can do it too and get away with it

19. Why is a compliance program essential?

- a. It demonstrates that the agency is committed to honesty and integrity
- b. It helps the agency fulfill its legal duty to government
- c. It is cost effective
- d. It can enhance the quality of care to the individuals
- e. All of the above

20. If I forget my password for Therap, it is ok to use a co-worker's log in if I leave a note explaining what I did.

- a. True
- b. False