

TABLE OF CONTENTS

I.	Compliance Introduction	1-2
	• Faculty Practice Management Compliance Plan.....	3
	• Compliance Plan Code of Conduct	4
	• Compliance Plan Policy on Financial Records.....	5
	• Policy for Standards of Ethical Coding	6
	• Compliance Plan Reporting Structure.....	7
II.	Department Compliance Coordinator	
	• Departmental Compliance Coordinator Responsibilities.....	8
	• Internal Departmental Audit Review Compliance Policy.....	9
III.	Education and Training Requirements	10
	• Education Programs for New Department Procedures	11
IV.	Review, Monitoring and Reporting	
	• Compliance Plan Reporting Requirements.....	12
	• Compliance Plan Reporting Form	13-14
	• Compliance Plan Enforcement and Prevention Policy.....	15-16
	• Compliance Plan Monitoring and Review Policy.....	17-18
	• Compliance Plan Monitoring and Review Process	19
V.	Compliance Audit Tools	20-26
VI.	Evaluation and Management (E&M) Audit	
	• Auditing guidelines E&M services	27-41
	• Compliance Representatives Departmental E&M internal auditing, coding, documentation and billing guide	42-48
VII.	Legal Information	
	•HIPPA (Health Insurance Portability and Accountability Act of 1996) Government Enforcement Information	49
VIII.	Definitions	
	•Faculty Practice Management Plan Compliance Definitions and Abbreviations	50-51
IX.	Professional Courtesy Policy	52-53
X.	Medicare Final Rule 1996	
	• HCFA's Final Rule for Teaching Physicians	
	• HCFA's carrier manual instructions 15016 Supervising Teaching Physicians in Teaching Setting	
XI.	E&M 1997 Documentation Guidelines	
XII.	Services of Teaching Physicians	
XIII.	Appendix	