MPC
Medical Provider Compliance

ECR®
Electronic Compliance Record
A product of MPC

QUICK START GUIDE

ECR™ - Your *LIFELINE* to Compliance Audit Readiness

w: www.MedProComp.com
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Six Steps to Setup

In SIX EASY STEPS **you will have the foundation needed to setup MY ECR™ and be on your way to** *audit-readiness*.

1. CLIENT INFORMATION
2. EMPLOYEE INFORMATION
3. MY POLICY LIBRARY
4. COMPLIANCE ACTIVITY #1
5. COMPLIANCE ACTIVITY #2
6. COMPLIANCE ACTIVITY #3

Client Information Setup

FIRST, SET UP YOUR CLIENT ACCOUNT

- ENTER your Company's Information
  (MY ECR® Menu: Setup > Edit Client Information)

- ENTER your Credit Card Information
  (MY ECR® Menu: Setup > Update Payment Information)

Employee Information

SECOND, ENTER YOUR EMPLOYEES INFORMATION

- ENTER your Employees Information
  (MY ECR® Menu: Setup > Employee Information)

NOTE: If you have 50 or more employees, **contact** MPC at support@medprocomp.com for instructions on how to import your employee list.

My Policy Library

THIRD, ADD A POLICY DOCUMENT TO MY POLICY LIBRARY

A ***Policy Document*** is any electronic form of material that you use as part of your company's compliance program or operations.

For example: Policies, Procedures, Internal Memos, PowerPoint Presentations, Videos or even Links to Website material such as YouTube Videos.

- ADD the ***Employee Acknowledgement Document*** from the Public Policy Library. This policy document is located in the BASIC TRAINING category and will be the first document added to ***My Policy Library.***

(MY ECR® Menu: Administration > Public Policy Library)

Compliance Activities

NOW, WE START ADDING COMPLIANCE ACTIVITIES

Compliance Activities are the HEART of your Compliance Program. Compliance Activities are the things you DO to ***ensure*** your policies and procedures are being followed.

- There are TWO types of Compliance Activities
  - Those that involve employees
  - Those that don't

Having policies and procedures is the EASY part. Demonstrating that all employees are trained and informed is the **trick!**

Compliance Activities

FOURTH, CREATE YOUR FIRST COMPLIANCE ACTIVITY

- ADD a new Compliance Activity
  (MY ECR™ Menu: Administration > Compliance Activities)
  - Enter **"Employee Acknowledgement"** as the Compliance Activity Name.
  - Enter **"Employees Acknowledge Electronic System for Policies, Procedures and Training"** as the Description.
  - Select "**Employee Acknowledgment"** as the Policy Document.
  - Select **"Send To Everyone"** under the Employee Options tab and Click Fill The Employee List.
  - Click **"Email Options"** tab.
  - Click SEND.

Compliance Activities

FIFTH, CREATE YOUR SECOND COMPLIANCE ACTIVITY

- Go to the Public Policy Library and ADD the *Fraud & Abuse Anonymous Reporting Policy* from the Basic Training Category to My Policy Library. (MY ECR® Menu: Administration > Public Policy Library).
- Go to Compliance Activities and CREATE a new Compliance Activity called "Employee Hotline Reporting" (MY ECR® Menu: Administration > Compliance Activities).
- MPC provides you a private 

for employee anonymous reporting (REQUIRED under Federal Regulations).

SIXTH, CREATE YOUR THIRD COMPLIANCE ACTIVITY

- ADD a new Compliance Activity
  (MY ECR® Menu: Administration > Compliance Activities)
  - Enter **"ECR Established"** as the Compliance Activity Name.
  - Enter **"Began Using MPC as Our Compliance Activity Storing, Tracking, and Reporting tool"** as the Description.
  - Do not select a Policy Document as there is none associated with this Activity.
  - Select **"**No Email Required".
  - Click SAVE.

Done! You Have Just…

- SET-UP your **Client Account**, **Payment Information** and **Employees.**

- CREATED the first two **Documents** in **My Policy Library**.

- CREATED three **Activity Entries** into your **ECR®:**
  - A Compliance Activity for all employees that requires them to use the MPC system electronically.
  - A Compliance Activity for all employees that publishes your Hotline number..
  - A Compliance Activity that records the date when your company began using MPC. (i.e. this is a "Note To File" of an action relating to your compliance program)

YOU JUST CREATED THE BEGINNING OF YOUR ECR® & ARE ON YOUR WAY TO BECOMING AUDIT-READY!

What's Next?

HIPAA, OSHA, Fraud & Abuse, etc.

Nursing, Billing, Managers, etc.

- Create your own Policy Categories for My Policy Library.
- Create your own Compliance Groups for employees.
- Continue to fill in My Policy Library from the Public Policy Library and from your existing policy documents you upload.
- Create new Compliance Activities and select which ones you want included in your New Hire Package.

This is the starter kit of Compliance Activities for new hires.

- Watch your email as the Primary Administrator for Exclusion Database Checks reports monthly and any employee Hotline reports.
- Rest assured your ECR™ is tracking your compliance program and will be your KEY to ***audit-readiness.***