

MPC

Medical Provider Compliance

ECR[®]

Electronic Compliance Record
A product of MPC

QUICK START GUIDE



ECR[™] - Your *LIFELINE* to Compliance Audit Readiness

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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



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)



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.



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)





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!**





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**.





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**.




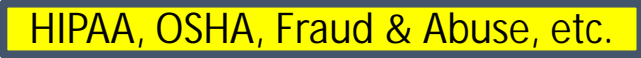

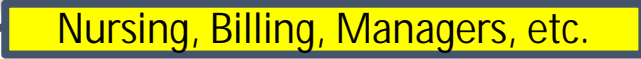

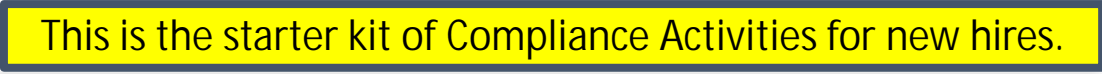
Done! You Have Just...

- ▶ **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?

- 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. 
- 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.***

