I. Policy Summary
UC Riverside School of Medicine and UC Riverside Health is committed to a culture of Compliance and believes that adherence to the highest ethical standards is essential to its mission. It is the policy of UC Riverside School of Medicine and UC Riverside Health to provide its services in compliance with all laws governing professional ethics, and to assist UC Riverside School of Medicine employees and students in understanding their responsibilities in ensuring compliance with regulatory guidelines and proper business conduct.

II. Definitions: (Not Applicable)

III. Policy Text:
A. Each employee and student at UC Riverside School of Medicine is required to complete general compliance requirements that include:
   1. Code of Conduct training
   2. HIPAA Privacy and Security training
   3. Vendor Relations training
B. Additional Employee Compliance Requirements
   1. In addition, there may be specific employment compliance requirements that employees must satisfy depending upon their various positions and service to the UC Riverside School of Medicine and UC Riverside Health that will be assigned as appropriate.
   2. Additional mandatory Compliance training for UC Riverside School of Medicine and UC Riverside Health physicians, and other healthcare providers in the form of teaching physician guidelines, billing coding, and documentation training, is required prior to submitting encounters for professional fee services billing.

IV. Responsibilities: (Not Applicable)
V. Procedures:
   A. All employees and students are required to complete the Code of Conduct training, HIPAA Privacy and Security Training and Vendor Relations training within 30 days after assignment.
      1. All compliance related training is documented and tracked and failure to complete mandatory training may result in disciplinary action.
         a. If additional training is required because of specific employment compliance requirements, this training will be assigned and the employee will have 30 days to complete this training.
      2. For UC Riverside School of Medicine and UC Riverside Health physicians, and other healthcare providers, compliance training in the areas of Teaching Physician Guidelines, billing, coding and documentation requirements will be provided to the healthcare provider either on-line through the Learning Management System and/or provided in a face-to-face setting. Failure of a healthcare provider to participate in this mandatory training will delay submission of bills for professional fee services.

VI. Forms/Instructions: (Not Applicable)

VII. Contacts:

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<thead>
<tr>
<th>Unit</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance</td>
<td>Compliance and Privacy Officer</td>
<td>951-827-4672</td>
</tr>
<tr>
<td>Clinical Affairs</td>
<td>Senior Associate Dean, Clinical Affairs</td>
<td>951-827-7698</td>
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<tr>
<td>Financial &amp; Operational Affairs</td>
<td>Senior Associate Dean, Finance and Administration</td>
<td>951-827-7681</td>
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<tr>
<td>Research Affairs</td>
<td>Senior Associate Dean, Academic Affairs and Research</td>
<td>951-827-5706</td>
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<td>Student Affairs</td>
<td>Senior Associate Dean, Student Affairs</td>
<td>951-827-7671</td>
</tr>
<tr>
<td>Education</td>
<td>Senior Associate Dean, Education</td>
<td>951-827-7783</td>
</tr>
</tbody>
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VIII. Related Information: (Not Applicable)

IX. Revision History:
   Create Date: April 8, 2013
   UCR-SOM,
   Administrative Policy Committee Review/Approval Date: April 8, 2013
Approval Signature(s):

[Signature]

James R. Herron
Compliance and Privacy Officer
School of Medicine