

Compliance Requirements

April 13, 2015

Dear Care1st and ONECare Providers and Staff:

WE NEED YOUR HELP! The Centers for Medicare & Medicaid Services (CMS) requires Medicare plans to provide compliance related training materials to contracted providers, i.e. First tier, down stream and related entities (FDRs), and their employees who are involved in the administration or delivery of Medicare benefits. Your attestation is required as proof you received the training materials and rolled them out to staff.

AHCCCS and CMS also require that we provide you our fraud, waste and abuse policies and procedures, our standards of conduct, our Anti-Fraud Plan and HIPAA Training. In order to prove you received them your attestation is required.

As a result of this requirement, two attestations are needed by **September 30, 2015** and annually thereafter:

- Fraud, Waste, & Abuse Training Attestation
- Policies & Procedures, Anti-Fraud Plan, Standards of Conduct for Providers, and HIPAA Training Attestation

HOW TO ACCESS TRAINING MATERIALS & COMPLETE ATTESTATION

Training materials and the attestations are located at: www.care1st.com/az

Click on Care1st > Providers > Compliance Resources > FDR/General Compliance Information.

Attestation 1: Fraud, Waste & Abuse & General Compliance

1. Scroll to “FWA/General Compliance Training Materials”
2. Click on the “CMS Fraud, Waste & Abuse & General Compliance Training Presentation”
3. Upon completion of the training requirements, scroll to “Attestation Form for Contracted Entities (FDRs/Vendors) – General Compliance and Fraud, Waste & Abuse”
4. Submit the attestation using one of the following methods:
 - a. Via our online portal by clicking on the hyperlink after “Note: you can submit your attestation **online!**”
 - b. Download the FWA & Compliance Attestation Form and email the completed attestation to ComplianceDepartmentAZ@care1st.com or fax to 602-778-1814.

Attestation 2: Policies & Procedures, Anti-Fraud Plan, Standards of Conduct for Providers, and HIPAA Training

1. Scroll to “Care1st Standards of Conduct, Anti-Fraud Plan, and Policies:”
2. Open each of following documents, save and distribute:
 - a. Care1st Anti-Fraud Plan
 - b. Standards of Conduct
 - c. Breach Notification Procedures & Timelines,
 - d. Compliance Expectations for FDRs and Other Related Entities;
 - e. Care1st policy on distribution of these documents
 - f. HIPAA Training Slides (After the Omnibus Rule; Federal Privacy & Security Rules)
3. Once the documents are reviewed and distributed, scroll to “Attestation for Distribution of Care1st Standards of Conduct, Anti-Fraud Plan, HIPAA Training Slides and Policies”
4. Submit the attestation using one of the following methods:
 - a. Via our online portal by clicking on the hyperlink after “Note: you can submit your attestation **online!**”
 - b. Download the FWA & Compliance Attestation Form and email the completed attestation to ComplianceDepartmentAZ@care1st.com or fax to 602-778-1814.

If you do not have internet access or have questions, please contact the Compliance Department at 602-778-1800 x8345 or email us at ComplianceDepartmentAZ@care1st.com. We thank you for your continued support and appreciate your cooperation.