

# Table of Contents

Introduction .....	5
About the HCS-C Certification. ....	7
Chapter 1: Understand the importance of a compliance program .....	9
Chapter 2: Create a culture of compliance .....	13
Chapter 3: Choose a compliance officer. ....	17
Chapter 4: Select a compliance committee .....	21
Chapter 5: Develop written policies and procedures .....	23
Chapter 6: Outline standards of conduct .....	25
Chapter 7: Remove risk areas .....	27
Chapter 8: Master medical necessity .....	31
Chapter 9: Hone in on homebound status .....	37
Chapter 10: Physician certification .....	41
Chapter 11: Comply with face-to-face encounter rules .....	43
Chapter 12: Limit lack of qualifying services .....	47
Chapter 13: Complete cost reports .....	59
Chapter 14: Patients in ALFs .....	61
Chapter 15: Address anti-kickback and self-referral concerns .....	63
Chapter 16: Performance evaluation includes compliance .....	69
Chapter 17: Staff training and education .....	71
Chapter 18: Develop a way to report complaints .....	75
Chapter 19: Create clear disciplinary guidelines .....	77
Chapter 20: Internal auditing to monitor compliance. ....	81
Chapter 21: Corrective action responses to detected offenses .....	95
Chapter 22: Maintain medical records .....	101
Chapter 23: Records retention. ....	105
Chapter 24: Survey requirements .....	107
Study Outline for the HCS-C (Home Care Specialist – Compliance) Certification Examination .....	109
HCS-C certification practice questions. ....	113
Answers to practice questions .....	119
About the reviewer .....	121
References and resources .....	123