

Instructions for Accessing the FWA and General Compliance Medicare Learning Network (MLN) Training Module

1. To download the **CMS Medicare Parts C and D Fraud, Waste and Abuse Training (FWA) and Medicare Part C and D General Compliance Training (v. December 2015)**, go to <https://learner.mlnlms.com/Default.aspx>
2. To take the FWA and General Compliance Training, click “Login ID” for returning users or click “Create Account” to register as a new user. You must create your own username and password and fill out the required fields. For the “Organization” field, click on “Select.” A small window will open. In the “Find Organization” field type “CMS” and click “Search.” Click on “CMS-MLN Learners Domain – Organization.” Click “Save.” When you are done filling out the required fields, click on the blue “Create” button.
3. Once logged onto the Medicare Learning Network home page, go to the search field and type either, “**Medicare Parts C and D General Compliance Training (December 2015) (Contact hours: 20 min.)**” or “**Combating Medicare Parts C and D Fraud, Waste, and Abuse (December 2015) (Contact hours: 30 min.)**.”
4. Click on the course name, then click on the blue button “Enroll,” which will bring up a small window. To Enroll go to “Course Credit Options” and select “Credit.” For “Course Mode Options” select “Normal.” Then click on the blue button “Enroll.”
5. Begin the course by clicking on the blue button, “Open Item.” Follow the course menu and complete each section.
6. To receive Continuing Education credit, you must meet the minimum score on the post-assessment as specified on the course details page.
7. If you do not meet the minimum score, you must return to the course menu and review the course content again. Then retake the post-assessment and pass in order to receive a continuing education certificate or certificate of completion.
8. You will then be prompted on how to view/print your certificate. You may print the certificate but you cannot alter it. Please keep a printed copy on file in the event evidence of training completion is requested.

Instructions for Accessing the HIPAA Medicare Learning Network (MLN) Training Module

1. To download the CMS **Health Insurance Portability and Accountability Act (HIPAA) EDI Standards (v. August 2015)**, go to <https://learner.mlnlms.com/Default.aspx>
2. To take the HIPAA Training, click “Login ID” for returning users or click “Create Account” to register as a new user. You must create your own username and password and fill out the required fields. For the “Organization” field, click on “Select.” A small window will open. In the “Find Organization” field type “CMS” and click “Search.” Click on “CMS-MLN Learners Domain – Organization.” Click “Save.” When you are done filling out the required fields, click on the blue “Create” button.
3. Once logged onto the Medicare Learning Network home page, go to the search field and type, “**Health Insurance Portability and Accountability Act (HIPAA) EDI Standards (August 2015) (Contact hours: 60 minutes).**”
4. Click on the course name, then click on the blue button “Enroll” which will bring up a small window. To Enroll go to “Course Credit Options” and select “Credit.” For “Course Mode Options” select “Normal.” Then click on the blue button “Enroll.”
5. Begin the course by clicking on the blue button, “Open Item.” Follow the course menu and complete each section.
6. To receive Continuing Education credit, you must meet the minimum score on the post-assessment as specified on the course details page.
7. If you do not meet the minimum score, you must return to the course menu and review the course content again. Then retake the post-assessment and pass in order to receive a continuing education certificate or certificate of completion.
8. You will then be prompted on how to view/print your certificate. You may print the certificate but you cannot alter it. Please keep a printed copy on file in the event evidence of training completion is requested.

Instructions for Accessing CalOptima's Compliance Plan, Code of Conduct and Policies and Procedures

1. CalOptima's **Compliance Plan, Code of Conduct and Policies and Procedures**, can be accessed at CalOptima's vendor page: <https://www.caloptima.org/en/Vendors.aspx>
2. Once logged onto CalOptima's Vendors Home page, click FDR Compliance, then scroll down to Resource Documents to access CalOptima's Compliance Plan, Code of Conduct and Policies and Procedures.
3. To access CalOptima's Policies and Procedures, click the link, [CalOptima Policies](#). Once logged onto the CalOptima Policy search, type "Compliance" into the Keyword field and hit the search button to find all related Compliance Policies and Procedures.
4. To access a copy of CalOptima's Compliance Plan, click the link, [CalOptima Compliance Plan](#). Once the pdf opens, save a copy and disseminate it to those employees and agents who will furnish items or services to CalOptima under the Contractor Agreement.
5. To access a copy of CalOptima's Code of Conduct, click the link, [Code of Conduct](#). Once the pdf opens, save a copy and disseminate it to those employees and agents who will furnish items or services to CalOptima under the Contractor Agreement.