

Annual Compliance Recommended Training Checklist

- ☐ TB (PPD) testing – Generally annually; however, testing frequency depends on risk classification after baseline and state regulations (Visit **CDC website** for additional information.)
- ☐ CPR refresher training
- ☐ HIPAA annual refresher training and risk assessment – HIPAA requires periodic training: Best practice is training for **all** new employees and at least annual refresher training for **all** employees (Visit **HHS website** for additional information, MGMA also offers online **HIPAA training**.)
- ☐ Identity theft protection – Train new employees and provide annual training for **all** existing employees
- ☐ OSHA annual training – Most healthcare offices **will** require training for **all** new employees and annually thereafter for existing employees on bloodborne pathogens, hazard communication, hazardous waste, emergency action plan, fire safety, fire brigade training (quarterly), fire extinguisher inspections and personal protective equipment (PPE) review (Visit **OSHA website** for additional information, MGMA also offers online **OSHA training**.)
- ☐ Fire/evacuation drill
- ☐ Compliance refresher training (including on discrimination, harassment, fraud, waste and abuse)
- ☐ Emergency preparedness training (CMS requirement)
- ☐ Continuing education – CEUs, CMEs, etc.
- ☐ Licensure, certification and DEA renewals
- ☐ AED (weekly/monthly inspection recommended)
- ☐ SDS (formerly MSDS) – New chemicals should be added to the SDS list within 30 days of receipt
- ☐ Policy and procedures manual review
- ☐ Training for other threats (bomb, arson, active shooter, etc.)
- ☐ Employer specific patient/facility code drills
- ☐ Retain compliance training logs