New FDR Providers/ New Vendor User Registration Guide



# Mandatory Compliance & OSHA Training







### WELCOME TO HPN COMPLIANCE TRAINING

This training registration guide is strictly for:

- 1. New First-Tier, Downstream, and Related Entities (FDRs)
- 2. New Vendors/Contractors

If you are already registered, DO NOT re-register.

Return to the training portal and log in using your existing credentials.

If you have forgotten your username and/or password – Please go to the link below:

#### Forgot Password

Compliance training is a regulatory requirement under CMS, DHCS, DMHC, HIPAA, and OSHA standards.



- HIPAA/HITECH
  - Cyber Security Compliance Model of Care

  - Cultural & Linguistic



### Register for Training (ONLY IF YOU ARE NEW)

Click on "Register" at the bottom right side of the screen.

HPN & AFFILIATED MEDICAL GROUPS	;			REGISTER	LOGIN
		Login			
USE	RNAME	Johnm@hpn.com			
PAS	SWORD	******			
		<ul> <li>I am a Heritage or its affiliated medical groups' employee</li> </ul>	LOGIN		
If y	ou don't	have an account, please Register Forgot password?			

Step 4 Complete th	e registration f	orm as follo	ows:
			Register
Ill Name: FirstNameLastName_ Fl	DRName_Company ID	FULL NAME	John Michale
cample: JohnSmith_UCLA_ <mark>RMG</mark>		EMAIL	Johnm@hpn.com
ssword: quality (must be all lower	case)	PASSWORD	*****
Group Name	GroupID	CONFIRM PASSWORD	******
ADOC Medical Group	ADOC	A	Iready Member Login
Lakeside Community Healthcare	LMG		
Greater Covina Medical Group	GCMG		
Regal Medical Group	RMG		
negar medical oroup			

Verify Your Email

Check your inbox for a confirmation email. If not found, check your Spam or Junk folder.

Click the 'Activate Account' button in the email.

Step 6

Step

5

Log In

Return to the login page.

Log in with your Username and Password: quality Uncheck the box labeled: 'I am a Heritage or its affiliated medical group's employee'.

	Login	
USERNAME	Johnm@hpn.com	
PASSWORD	*****	
>	I am a Heritage or its affiliated medical groups' employee	LOGIN
lf you don't h	nave an account, please Register Forgot password?	

Step **Complete Compliance Training** Navigate to both the Compliance and OSHA tabs. Complete all modules under each. Compliance and OSHA Training Materials with Quiz Results Compliance OSHA Complete Attestation: Step 8 In order for your training certificate to be generated in the system: • You must complete ALL modules on BOTH the Compliance and OSHA tabs. • After completing the modules, click the green "ATTEST" button. Failure to attest will result in incomplete training status and you will not have the option to print your certificate of completion. Compliance and OSHA Training Materials with Quiz Results

Compliance	OSHA	
		ATTEST

Once you have attested, you will receive a "Certification of Training" email for your records.

If you do not receive an email, you may also manually print the certificate

ompliance, OSHA and Cybersecurity Training Materials with Quiz Results         Compliance       OSHA         Cybersecurity       Cybersecurity         Certificate : Download File       Date Of Completion :		• •
Compliance OSHA Cybersecurity	ompliance, OSHA and Cybersecurity Training Materials wi	h Quiz Results
Certificate : Download File   Date Of Completion :	Compliance OSHA Cybersecurity	
Certificate : Download File   Date Of Completion :		
		Certificate : Download File   Date Of Completion : 01/01
		20070

Step 9

Email Certificate of Completion

Finally, Send a copy of the Certificate of Completion to: AnnualCompliance@RegalMed.com

You will not receive credit in the system if you do not send a copy of the Certificate of Completion.

We recommend you keep a copy for future reference.

## **CONTACT US**

For questions regarding this training or for any general compliance questions or concerns, please reach out to the Compliance Office at:

Email: <u>Compliance@regalmed.com</u> Fax: (818) 933-0598

To speak with someone *immediately*, please contact the Compliance Office:

Natalie Nazari, Compliance Specialist Email: <u>NNazari@Regalmed.com</u> Phone: (818) 810-4320

Angela Concepcion, LVN CPC CHC, Sr. Director of Compliance and Oversight Email: <u>AConcepcion@regalmed.com</u> Phone: (818) 654-3400 ext. 2002013

Jeffrey A. Baron, CHC, CHPC, CCEP, Compliance Officer|Privacy Officer|SVP of Compliance Email: <u>Jbaron@regalmed.com</u> Phone: (818) 654-3400 ext. 1101248

#### Anonymously:

Compliance Hotline (Toll Free) Phone: (844) 752-3921 or (818) 810-4633 Email: Hotline@regalmed.com