

HEALTHCARE REGULATORY COMPLIANCE

GATEWAYCC.EDU/**HEALTHCARE-REGULATORY-COMPLIANCE**

[INFORMATION PACKET]



HEALTH SCIENCES



**GATEWAY
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu



Healthcare Regulatory Compliance

Dear Prospective Student:

This is an exciting time to be working in the health services field regardless of whether you are working in an office setting, hospital, physician's office or specialty facility. If you have current responsibility, or would like to move into a position that is responsible for the oversight and management of healthcare services you know that federal and state government regulations are expanding at a staggering rate. Healthcare monitoring agencies are enforcing laws relating to fraud, overutilization of medical services, protected health information breeches and criminal investigations.

The Healthcare Regulatory Compliance Program (HRC) will provide education in the knowledge, behaviors and skills necessary to address the rapidly changing healthcare federal compliance regulations. For your convenience, all classes are **online**. Classes are four, eight, or twelve weeks long depending on the number of credits.

Upon completing this 16.0 credit **online** program, you will earn a Certificate of Completion in Healthcare Regulatory Compliance. It is hoped that this will be your first step in earning credentials in healthcare compliance and preparing yourself to be successful on the Certified in Healthcare Compliance Exam (CHC) by the Health Care Compliance Association (HCCA).

For students wishing to obtain an Associate in Applied Science (AAS) degree, concurrent enrollment in the Health Services Management Program (HSM) is a pathway to that credential as well. The HRC courses are embedded in the Health Services Management AAS Degree Program.

If you have any additional questions or wish to submit an application for admission to the program, please contact a Health Sciences Academic Advisor at (602) 286-8181. For questions about Health Services Management as a career field, please contact me directly at ahmad.pardazi@gatewaycc.edu.

Sincerely,

Ahmad M. Pardazi, MHSM, PMP, CSSBB, CHC, CPHQ
Program Director
Health Services Management
Healthcare Regulatory Compliance
Office: (602) 286-8495
Email: ahmad.pardazi@gatewaycc.edu

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CAREER OVERVIEW

Healthcare providers of all types have either established, or soon will be considering the implementation of formal healthcare regulatory compliance programs. Be a step ahead. Be prepared to accept the challenges and responsibilities of a position responsible for knowing and following the laws regulating the healthcare industry.

CERTIFICATE REQUIREMENTS – HEALTHCARE REGULATORY COMPLIANCE

CERTIFICATE OF COMPLETION – HEALTHCARE REGULATORY COMPLIANCE

Semester 1 – Credits: 4-7

The following HCC courses may be taken as program prerequisites or concurrent with required courses.

HCC130	Fundamentals in Health Care Delivery *(3) OR	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behaviors in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) and	
HCC130AE	Legal Issues in Health Care (0.5) and	
HCC130AF	Decision Making in the Health Care Setting (0.5) OR	
	Work Experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator	0 – 3
HRC101	Overview of Healthcare Compliance	1
HSM226	Ethics and Legalities of Health Services Management	3

Semester 2 – Credits: 12

+ HRC228	Healthcare Industry Regulation	3
+ HRC230	Healthcare Corporate Compliance Program Design	3
+ HRC232	Healthcare Regulatory Compliance Program Design	3
+ HRC234	Healthcare Regulatory Enforcement Case Studies	3

A STUDENT MUST EARN A "C" OR BETTER IN EACH COURSE TO CONTINUE IN THE PROGRAM.

+MUST FOLLOW COMPLETION OF HRC101

ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms as required.

Certificate of Completion Program

Tuition* (16-19 credit hours @ \$85 a credit hr) ¹	\$ 1,360 – 1,615
Registration fees (\$15 per semester)	30
Books (estimate only)	695
Other Program Costs & Fees	25
Total Estimated Costs	\$ 2,110 – 2,365

Out-of-County residents pay \$401* / Out-of-State residents pay \$326 a credit hr ¹**

- * Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.
- ** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students are not required to drive to any clinical locations as part of this program.

- ¹ Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit www.gatewaycc.edu for more information.

Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>

HEALTH AND IMMUNIZATION REQUIREMENTS

The Healthcare Regulatory Compliance Program does not require any health and safety records.

FREQUENTLY ASKED QUESTIONS

What is the Healthcare Regulatory Compliance Program?

The Program consists of coursework directed towards earning a Certificate of Completion in Healthcare Regulatory Compliance (16-19 credits). There are very few programs in the United States available to fulfill the educational needs of this rapidly expanding career area and many employers attempt to fulfill this need with limited on the job training. Government regulations are expanding at a staggering rate with significant penalties for non-compliance so employees must be prepared with all the information necessary to perform legally.

What is the primary goal of the program?

The primary goal of the program is to prepare health services employees of all types who have responsibility for the oversight and management of health care services or products regulated by state and federal laws.

What skills can I learn in this program that will help me move into healthcare regulatory compliance position?

This program provides a foundation for those wanting to move into a regulatory compliance position and adds depth to the knowledge of employees already working in the areas of risk management and legal compliance. The coursework offers an overview of the numerous agencies enacting regulations, moves into the ethical aspects of the regulations, covers the design and development of a compliance program in various types of settings and ends with working through actual case studies of compliance and non-compliance situations.

After completing the program, what type of employment can I expect?

This coursework will provide you with skills to be entry level candidates for positions in various types of regulatory compliance and risk management settings. This certificate will also add to the knowledge of individuals already working in the field to assist them in moving into more responsible compliance positions.

How do I apply to the program?

Contact an Allied Health Division Advisor. You will be provided with additional information, and your prior work experience and academic credits will be discussed. See the "Contact Information" section later in this packet.

How long does the program take to complete?

Students will progress through these six HRC program classes at their own pace. The online classes will be scheduled concurrently and to follow one another, HRC101 must be taken first before the other HRC courses.

Is there credit available for work experience or prior coursework?

If the Health Services Management course, HSM 226, has been taken previously it may be used in this program.

Where are the classes offered?

Classes are all online. Classes are 4, 8, and 12 weeks in length depending on the number of credits. A week will start on a Monday morning and end on a Sunday night.

Is the program recognized in the health services field?

Yes, it is recognized in the health services field as a necessary specialty area help employees and employers understand and comply with the growing number of state and federal healthcare regulations. Many students are funded by their employers to attend these courses.

If I have a criminal record, will that prohibit me from being successful in this career?

This may be a concern and obstacle based on an employer's specific hiring requirements. This does not affect your participation in this program at Gateway.

ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools (30 North LaSalle St, Suite 2400, Chicago, IL. 60602-2504, Tel# 800.621.7440), and its courses are approved by the Social Security Administration for Veterans Training. This school is authorized under federal law to enroll nonimmigrant alien students

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.

EEO STATEMENT

- ❖ *The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District*
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- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/healthcare-regulatory-compliance>

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. 1st section "Student Communication Center".

The benefits to you include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Ahmad M. Pardazi, MHSM, PMP, CSSBB, CHC, CPHQ – Program Director /
E-mail: ahmad.pardazi@gatewaycc.edu

Caroline Delgado, Health Sciences Academic Advisor / Email: delgado@gatewaycc.edu
Phone: (602) 286-8183

Lucy Granillo, Health Sciences Academic Advisor / Email: luciella.granillo@gatewaycc.edu
Phone: (602) 286-8185

Ms. Stevie Jones, Health Sciences Academic Advisor / Phone: 602.286.8403 /
Email: stevie.jones@gatewaycc.edu

HOW TO APPLY & ENROLL

STEP 1: GET ADMITTED

Create MEID Account and Apply for Admissions

maricopa.edu/admissions

- Provide proof of identity to the college at which you applied.
- For tuition purposes, verify your residency status by providing a government issued ID.
- Submit prior education (if applicable) i.e. high school and/or college/university official transcript.
- Undecided on a major? Connect with [Counseling](#) and Career Services at your college.
- Visit the campus to familiarize yourself with the services and resources.
- Complete the FAFSA and scholarship applications at: maricopa.edu/paying-for-college.

STEP 2: TAKE THE PLACEMENT TEST

Prepare, Study, and Schedule Test

maricopa.edu/testing

- Prepare by reviewing the sample questions at maricopa.edu/testing.
- Placement test will ensure appropriate level of classes for enrollment.
- The Placement Test is not a pass/fail exam.
- The Placement Test is untimed and FREE.
- Bring your government issued photo ID on the day of testing.
- To review your test score results, ask for a Course Placement Chart.

STEP 3: GET ENROLLED

Seek Academic Advisement

maricopa.edu/advisement

- Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.
- Meet with a Health Sciences Academic Advisors every semester prior to class registration.

The Health Sciences Academic Advisors are available by phone, email, or in person at the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

Walk-in basis

Tuesday: 8 a.m. to 6 p.m.

Wednesdays: 8 a.m. to 2 p.m.

Note: Students **must** check in 2 hours before closing time to ensure they will be seen.

For an appointment call 602.286.8181

Monday, Thursday & Fridays by appointments. Decrease your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.

(During the Summer, college is closed on Fridays)

Before you meet with an advisor, we recommend you check out the current [Catalog](#) to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare for your meeting if you bring a copy of your transcripts to review with your advisor and then:

Arrange to have your official transcripts (from all colleges & schools previously attended) sent to:

Attn: Admissions & Records
108 N 40th Street
Phoenix, AZ 85034-1704

Bring a copy of your transcripts to review with your advisor. Your advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

Register for Classes

maricopa.edu/register

- Register for classes early to ensure the best schedule, maximize financial aid options, and to get prepared for a successful semester.
- Know when your tuition is due.

Attend New Student Orientation

maricopa.edu/new-student-orientation

- All new to college students must attend [New Student Orientation](#). Research shows that those who participate, have higher rates of attaining their goals.

STEP 4: PAY TUITION AND FEES

Explore Payment Options

maricopa.edu/paying-for-college

- Monitor your Student Center for current balance and pay on or before due date.
- Explore paying for college at maricopa.edu/paying-for-college.
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov.

Explore college websites for [scholarships](#), such as the [Presidents' Scholarship](#) and more.

STEP 5: REVIEW PROGRAM REQUIREMENTS

Each of our Health Science programs has unique requirements. We strongly encourage you to review the program packets and the current catalog for any specialties that you might consider. These resources will provide you with detailed program information regarding prerequisite courses and application procedures.

STEP 6: PROGRAM APPLICATION

Complete and send the application in this packet, along with your resume and transcript to one of the Allied Health Advisors listed in this packet. If you are sending an email/scanned copy of your application materials, please send to all three advisors listed in the "Contact Information" section of this brochure and copy Ahmad Pardazi, Program Director. You will receive notification of your acceptance via e-mail. This will arrive through the **maricopa email account** set up when you received your MEID. You will want to check this account regularly, or have it forwarded to an account that you check often. Keep your contact information current with GateWay Community Colleges Admissions and Records department.

STUDENT SERVICES

The following are some of the services available to students.

Advising – The Health Sciences Academic Advisors are available by phone, email, or in person at the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

Walk-in basis

Tuesday: 8 a.m. to 6 p.m.

Wednesdays: 8 a.m. to 2 p.m.

Note: *Students **must** check in 2 hours before closing time to ensure they will be seen.*

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Decrease your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.

(During the Summer, college is closed on Fridays)

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: www.efollett.com and selecting “College Textbooks”.

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment – Upon completion of the Healthcare Regulatory Compliance Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students in eligible programs. Contact the Financial Aid Office at 602.286.8300 or visit website:

<http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: www.gatewaycc.edu or call college information at 602.286.8000.

APPLICATION FOR ADMISSION - HEALTHCARE REGULATORY COMPLIANCE CERTIFICATE

**GATEWAY COMMUNITY COLLEGE
108 N 40th Street / Phoenix, AZ 85034-1704**

Page 1 of 2

Please print clearly

Legal Last Name **First Name** **Middle**

Street Address

City **State** **Zip Code**

Former Name(s) that might appear on transcripts

Cell Phone Number **Alternate Phone Number**

Email address

Student I.D # (A number will be assigned and used from the first time you register.) **Date of Birth**

Please provide a few sentence summary of your reasons for choosing this program. What are your career goals that these courses will assist you in meeting?

STARTING WITH MOST RECENT AND WORKING BACK, LIST HEALTHCARE RELATED EMPLOYERS:

OCCUPATION/JOB TITLE _____
 EMPLOYER _____ FROM _____ TO _____
 ADDRESS _____
 NAME OF SUPERVISOR _____
 REASON FOR LEAVING _____

OCCUPATION/JOB TITLE _____
 EMPLOYER _____ FROM _____ TO _____
 ADDRESS _____
 NAME OF SUPERVISOR _____
 REASON FOR LEAVING _____

PREVIOUS COLLEGES OR TECHNICAL SCHOOLS ATTENDED: (Unless provided in detail on resume)

NAME OF INSTITUTION _____
 CITY AND STATE _____
 DATE OF ENTRANCE _____ DATE OF LEAVING _____
 DIPLOMA OR DEGREE RECEIVED _____ COLLEGE MAJOR _____

NAME OF INSTITUTION _____
 CITY AND STATE _____
 DATE OF ENTRANCE _____ DATE OF LEAVING _____
 DIPLOMA OR DEGREE RECEIVED _____ COLLEGE MAJOR _____

NAME OF INSTITUTION _____
 CITY AND STATE _____
 DATE OF ENTRANCE _____ DATE OF LEAVING _____
 DIPLOMA OR DEGREE RECEIVED _____ COLLEGE MAJOR _____

Attach separate sheet if additional space is needed.

.....
CERTIFICATION:

I certify that the above answers are true, correct and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Healthcare Regulatory Compliance Program and from the college. I understand that it is my responsibility to keep the Admissions Office and Program Director notified of any changes of information stated on this application.

Signature

Date

Send signed application, resume and copy of transcript together to:

Ahmad Pardazi, ahmad.pardazi@gatewaycc.edu
 Caroline Delgado, delgado@gatewaycc.edu
 Lucy Granillo, luciella.granillo@gatewaycc.edu
 Ms. Steve Jones, stevie.jones@gatewaycc.edu