To: All LLUMC, LLUCH, LLUBMC, LLUMC-M, LLUSS, LLUHC, LLUSD, SACHS Employees, Attending Physicians, and Resident Physicians

From: Office of Corporate Compliance

Date: April 26, 2018

Subject: 2018 Annual Compliance Training *NOW AVAILABLE*

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Situation: The 2018 annual compliance training period is April 26 through October 31, 2018 (*for residents April 26 through June 30, 2018*).

Background: All employees are encouraged to complete required annual training as soon as possible. Individuals who do not complete the required training by October 31, 2018 will be prohibited from rendering clinical and/or administrative services until such time the required training is completed.

Assessment: All staff have been assigned and auto-enrolled into their job specific courses. Please do not attempt to enroll yourself or others into the compliance training courses. Emails from OwlPortal@llu.edu containing links to the various required courses have been sent to each employee.   Courses include:

(1) Corporate / Professional Compliance
(2) HIPAA
(3) CMS General Compliance
(4) Model of Care Training (physicians only)

Recommendation:
- Access the training courses via one of the following methods:
  - Log-on directly to the Online Classroom (Moodle) at https://ceonline.llu.edu to access your courses.
  - Log-on to the OWL portal at http://myllu.llu.edu/owl. Select "My Courses" and then select the link "Take this course" by each course's name.
  - Look for notification emails from Owl.Portal@llu.edu entitled "Enrollment in CE online course." Select the link to be taken to your required courses.
- OWL user names and passwords are consistent with your network user name and password (i.e. the username and password used to log into a computer workstation, Outlook, etc.)
- Step-by-Step instructions by entity are available on the Compliance Department VIP page.

Questions?
- For technical support of a password reset, please contact the Help Desk at:
  - (909) 558-4000 x48889 for main campus
  - (951) 890-4357 for Loma Linda-Murrieta
  - (909) 558-4000 x48611 for LLU
- For OWL/Online Classroom (Moodle) portal issues contact Staff Development at: (909) 558-4000, x33500
- For training course content contact the Office of Corporate Compliance at: (909) 558-6458 or x66458