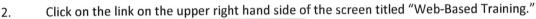
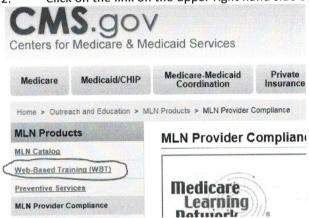
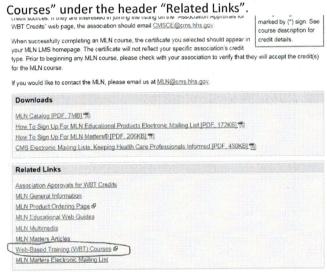
Please use the following instructions in order to complete the required Fraud and Abuse training on the Medicare Learning Network website:

1. Click on the following link: <a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/ProviderCompliance.html">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/ProviderCompliance.html</a>



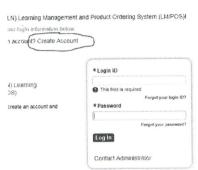


Scroll to the bottom of this screen and select the link called "Web-Based Training (WBT)



4. A new window will open with a prompt for creating an account with MLN. If you already have an account, you can use this screen to sign in. If not, click on the "Create Account" link.





5. To create an account, there are a few sections of information that are needed. A separate account will need to be created for each employee who completes the training. First, create a username and password and fill in the information under the title "Create New Account."

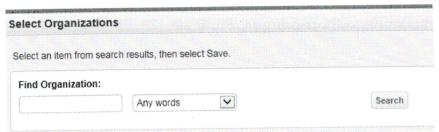


6. Under the next header on the same page, click "select" next to "Organization".

\*Organization 

Select

A screen will pop up asking to select an organization.



Type the letter "a" into the "Find Organization" field and hit "search". The only result will be "CMS-MLN Learners Domain." Check this option and then hit "save".

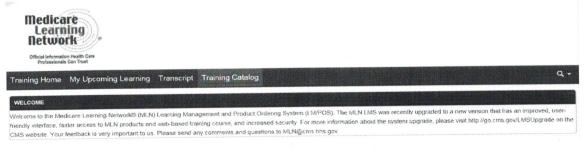


7. Leave the section called "Manager" blank. Check the information that is given in the next section to make sure it is correct and then hit "Create".

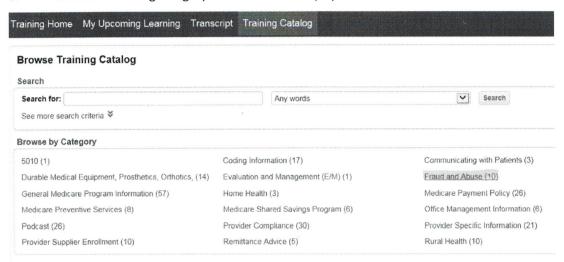


8. The following screen will appear after the account has been created. In the header tabs, click on the tab "Training Catalogue".

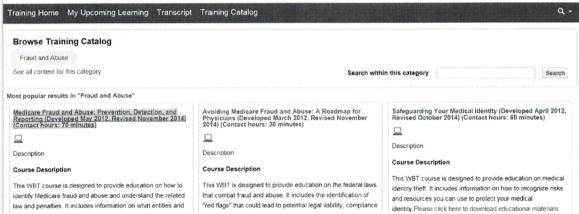
Create



9. Select the training category "Fraud and Abuse (10)".



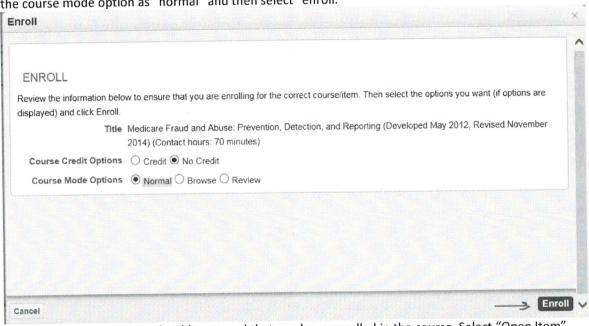
10. Select the first training module on the right titled "Medicare Fraud and Abuse: Prevention, Detection, and Reporting".



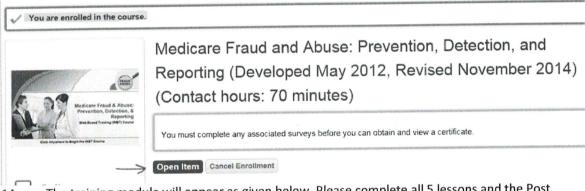
11. Review the information given about the training course and then select "Enroll".



12. When prompted, select whether or not you would like to take this course for credit or not. Keep the course mode option as "normal" and then select "enroll."

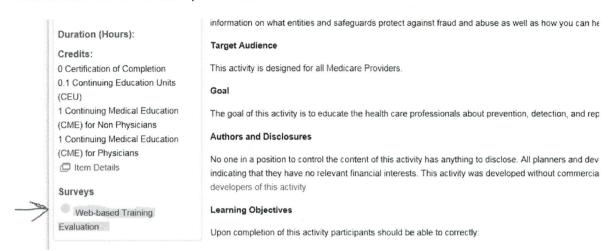


The course screen should now read that you have enrolled in the course. Select "Open Item" and begin the training.



14. The training module will appear as given below. Please complete all 5 lessons and the Post Assessment test.

15. Once the training has been completed, the pop up window can be closed. In order to receive a Certificate of Completion, a Web-based training evaluation must completed. This can be found on the bottom left of the course description screen.



16. After completing the survey, the Certificate of Completion can now be accessed. Please print a certificate and keep with employee personnel files.