

Report on Medicare Compliance Volume 31, Number 41. November 14, 2022 Checklist: Covering the Investigation Bases

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This tool, which was developed by Melissa Andrews, appears in the Health Care Compliance Association's *Healthcare Compliance Forms and Tools*.^[1]

1. Notify Appropriate Individuals		
	Privacy officer	
	Director	
	Vice president	
	CEO	
	Compliance committee	
	Board of directors	
	Other:	

2. Timeline	
	Acknowledge receipt of complaint

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Identify involved parties
Interview complainant
Inform accused supervisor
Prepare interview
Notify Human Resources
Inform accused
Patient notification
Office for Civil Rights (OCR) breach notification

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