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## NEW HIRE TRAINING REQUIREMENTS

Welcome to Alliance Health Care! Below, please find the instructions for completing your Fraud, Waste & Abuse training as well as the Vulnerable Adult & Maltreatment of Minors Mandated Reporting training on our website. These trainings are due within one week of your first day of orientation. Should you have any questions, please don't hesitate to contact our Human Resources department at: (651) 895-8030.

### STEPS FOR COMPLETION:

- 1.) Visit our website at: [www.alliancehealthcare.com](http://www.alliancehealthcare.com)
- 2.) On the top right navigation bar, hover over "Required Training"
- 3.) Click on "Fraud Training" when it populates under this tab
- 4.) Read through "Annual Fraud, Waste & Abuse Training" by clicking on the PDF link *(note, the test in this section does not need to be taken, just read through)*
- 5.) Read through "Medicare Parts C and D General Compliance Training" by clicking on the PDF link *(note, the test in this section does not need to be taken, just read through)*
- 6.) Click on the blue "Completion Form" button below the two PDFS
- 7.) Fill out the completion form and click "Submit"
- 8.) Next, head back to the "Required Training" section
- 9.) Click on "Mandated Reporter Training" when it populates under this tab
- 10.) Read through "Mandated Reporter Training" by clicking on the PDF link *(note, the test in this section does not need to be taken, just read through)*
- 11.) Click on the blue "Completion Form" button below the two PDFS
- 12.) Fill out the completion form and click "Submit"
- 13.) Rejoice, you've completed this training requirement!