

## QUICK GUIDE TO MEDICARE, MEDICAID & QHP COMPLIANCE RESOURCES

American Specialty Health Fitness, Inc. (ASH Fitness) wants to help you meet your compliance goals! In an effort to help all of our contracted fitness centers, fitness studios and YMCAs understand their Medicare, Medicaid and QHP compliance obligations, below is a chart that outlines the requirements and their frequency (or, if action is required at all). All information is located on the 'Compliance' tab on ASHLink®. If you have questions or concerns about the Medicare, Medicaid or QHP compliance requirements, please reach out to ASH Fitness at 877.329.2746, option 4. We're here to help!

REQUIREMENT	FREQUENCY (OWNER/MANAGER)	FREQUENCY (KEY EMPLOYEES <sup>1</sup> )	ADDITIONAL INFORMATION
<b>GENERAL COMPLIANCE AND FRAUD, WASTE AND ABUSE TRAINING</b>	Within 90 days of hire, then annually	Within 90 days of hire, then annually	Can complete the General Compliance and Fraud, Waste and Abuse Training that is available on the ASHLink® Web site or a substantially similar training.
<b>TRAINING ROSTERS</b>	Within 90 days of hire, then annually	Within 90 days of hire, then annually	Use this helpful roster to track when trainings are completed! You may be asked to submit the signed compliance Attestation and/or training records to ASH Fitness.
<b>COMPLIANCE ISSUE REPORTING FORM</b>	Use as Needed	N/A	Use this form whenever you need to report a compliance concern to ASH Fitness.
<b>EXCLUSION CHECKS</b>	Prior to hire of key employees and contracted persons, then monthly	N/A	Please reference the Exclusion Check Guide on ASHLink for additional information on how to access the Exclusion Lists. Remember, if you find any key employees or contracted persons on any of the Exclusion Lists while running a check, please notify ASH Fitness immediately via ASH's Anti-Fraud Hotline at 1.877.427.4722.
<b>EXCLUSION CHECK LOG &amp; ROSTER</b>	Prior to hire of key employees and contracted persons, then monthly	N/A	Use this helpful log & roster to track exclusion checks. You may be asked to submit the signed Compliance Attestation and/or exclusion check records to ASH Fitness.
<b>CODE OF CONDUCT &amp; ETHICS PROGRAM</b>	Review & Use as Needed	Review and Use as Needed	ASH's Code of Conduct & Ethics Program outlines our high standards for ethical behavior as well as conflict of interest issues. Persons supporting ASH Fitness programs should review and be familiar with the document.
<b>CONSOLIDATED ATTESTATION</b>	Annually	N/A	You may be asked to submit the signed Compliance Attestation and any supporting records to ASH Fitness ( <a href="mailto:ASHFAuditResponse@ashn.com">ASHFAuditResponse@ashn.com</a> ).

<sup>1</sup> Key employees include, but are not limited to, front desk staff, fitness instructors, managers, and membership representatives.