

# OSHA Compliance Guidelines for the Medical Practice

Create a culture of safety and compliance

OSHA inspections are conducted on-site, without notice by highly-trained compliance officers. Advance preparation helps protect your office.



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## Reasons to Attend

- 1 Updates to OSHA recordkeeping rule expand the list of severe injuries that employers must report to OSHA.
- 2 Uncover the most frequent hazards found in medical and dental offices.
- 3 Review the five areas most relevant to clinical facilities including Bloodborne Pathogens, Hazard Communication, Ionizing Radiation, Exit routes and Electrical Safety.
- 4 Participants will receive specific instruction on standard health and safety guidelines such as reporting safety concerns or injury.
- 5 Incorporate new reporting procedures for Ebola into your infectious disease protocols for transmission, exposure, and risk.

# The healthcare industry has one of the highest rates of work-related injuries and illnesses. Create a culture of compliance and safety for your employees and patients.

Every workplace in the U.S. must abide by guidelines set forth and enforced by the Occupational Safety and Health Administration (OSHA), a government agency established under the Department of Labor to promote worker safety and health guidelines and standards.

## Class Highlights:

- Recordkeeping and reporting requirements
- Review of OSHA guidelines and requirements by which every workplace must abide
- Eliminate known dangers in your office
- Enforce safe workplace standards for employees and patients, free from retaliation
- Employer and employee responsibilities for compliance
- Review of Bloodborne Pathogens Standard written exposure control plan
- Hazard communication rules and regulations, plus program data sheets and checklists
- Guidelines for reporting occupational injuries and illnesses
- Emergency plan that includes requirements for providing safe and accessible emergency exits
- Publish a no-tolerance workplace violence prevention statement and written plan
- Review risk areas, violations, citations and penalties for non-compliance
- When and how to file an appeal

## Who Should Attend

This course is for medical office managers charged with establishing and enforcing OSHA and hazard communication standards in the medical office. It is also ideal for new or established employees that need OSHA training. This course may fulfill annual training requirements.

## Prerequisites

This is a basic-level course. No prior training is required.

## What to Bring

No outside materials are needed. A course manual will be provided to each attendee.



## Continuing Education

Continuing education credits are awarded for attendance at this program. See PMI's web site for further details.

## Practice Management Institute

Practice Management Institute® (PMI) teaches physicians and their staff how to properly navigate complex health care issues and secure every dollar rightfully due. PMI programs focus on solutions for coding, reimbursement, compliance and practice productivity. These training programs have been hosted in leading hospitals, medical societies and colleges across the U.S. for more than 30 years.

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## PMI awards certification by exam in four administrative areas:



Certified Medical **Coder** (CMC)®



Certified Medical **Insurance Specialist** (CMIS)®



Certified Medical **Office Manager** (CMOM)®



Certified Medical **Compliance Officer** (CMCO)®