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## Helping to Keep Your Practice in Compliance for Less

### **US Department of Labor**

<https://www.dol.gov/general/topic/stateresources>

### **US Citizenship & Immigration Laws**

<https://www.uscis.gov/i-9>

### **Wage & Hour Law Resources**

#### State Minimum Wages

<https://www.paycor.com/resource-center/minimum-wage-by-state-and-2018-increases>

<https://www.dol.gov/whd/>

#### Intern Fact Sheet

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

#### Independent Contractor Classifications

<https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

### **Salary History Bans by State**

<https://www.hrdiver.com/news/salary-history-ban-states-list/516662/>

### **FMLA & ADA**

<https://www.dol.gov/whd/forms/>

### **Payroll**

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

<https://www.dol.gov/whd/state/payday.htm>

### **Exclusion Check**

<https://exclusions.oig.hhs.gov/>



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### **Off-Duty Marijuana Rules**

<https://www.nolo.com/legal-encyclopedia/state-laws-on-off-duty-marijuana-use.html>

### **Concealed Carry**

<http://www.ohioattorneygeneral.gov/Law-enforcement/Concealed-Carry>

[https://www.usacarry.com/concealed\\_carry\\_permit\\_information.html](https://www.usacarry.com/concealed_carry_permit_information.html)

### **EEOC Resources**

<https://www.eeoc.gov/employers/index.cfm>

<https://www.eeoc.gov/laws/types/retaliation.cfm>

<https://www.eeoc.gov/eeoc/publications/smallbusiness.cfm>

Coding & Compliance Experts helps remove the legal confusion and complications associated with owning a business, specifically providing advice, counsel and training on workplace legal issues to ensure our healthcare clients' businesses are in proper order and their employment practices are sound.

### **Let Us Take a Closer Look:**

- Policy Review
- Build Policies & Procedures
- Investigations
- Training & Education
- Incident Management
- Human Resources Management
- Compliance Officer Management
- HIPAA Privacy & Security Assessments

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## 2019 Employment Law Compliance Checklist

- How many employees do you have (15 / 20 / 50)?
- When is the last time your handbook has been reviewed and updated?
- When was your last harassment / respectful workplace training?
- Do you require restrictive covenants for key employees?
- Do you have employees that work in states in which marijuana is legal?
- Do you have federal contracts?
- Are your employment law posters up to date?
- Has your state or local minimum wage increased?
- How are you calculating and paying overtime to non-exempt employees?
- When did you last analyze your exempt employees?
- Do you have independent contractors?
- Is all of your workplace OSHA compliant?
- Are your OSHA 300 logs up to date and your 300A form posted?
- Are your FMLA forms up to date?
- Are you managers trained on the ADA interactive process?
- Are you job applications and workplace accessible for the disabled?
- Do you know what devices are accessing your network?
- Have you tested your network for security?
- Are employees trained on cybersecurity compliance?
- Do you have necessary and appropriate insurance (EPLI / Cyber / D&O)?

### **Questions about how to execute this list in your physician practice?**

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