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### Answer Location Specific Questions

Every office membership requires a Training Supervisor. This individual is responsible to answer location specific questions, which will be used to customize your office training.

## Custom Policies

Location: \*

Our OSHA Compliance Officer is: \*   
List Compliance Officer's Name, Phone Number, or Email Address. OSHA Officer must complete a Hazard Risk Assessment, Located in the "Forms" Section.

Personal Protective Equipment (PPE) in our office is located: \*   
List the location of gloves, masks, garment barriers, etc. (Example: Supply Closet)

A Spill Kit and Cleaning Supplies are located: \*   
List location of office spill kit and cleaning supplies. (Example: Under Lab Sink)

The chemical used to sterilize and clean our office is: \*   
List chemical used. (Example: A diluted bleach solution with a 10:1 ratio)

Our Code Word for Fire is: \*   
Code word should NOT be "FIRE." (Examples: Code Red, Code Blue.)

All answers will automatically be imported into your online training.



Training for Healthcare Professionals

Ph: 720-475-0134  
Barden Pembleton  
Barden Pembleton MD  
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POLICIES | STAFF | MEMBERSHIP | MY TRAINING | FORMS & POSTERS | NEWS | REFER A FRIEND | HELP

## Welcome to your OSHA Training

### Personal Protective Equipment (PPE)

**Policy**

Personal Protective Equipment is a workplace control that reduces the risk of infection by providing a barrier.

**Procedure**

The extent of Personal Protective Equipment varies depending on the task being performed. Gloves are often all that is required for general routine procedures. Procedures considered invasive, or involving the possibility of blood demand not only gloves, but also a barrier garment, eye protection, and gown. Personal Protective Equipment in the practice includes latex free exam gloves, sterile gloves, and household gloves. Additional equipment includes masks, eye protection, face shield, barrier garments, lab coats, gown scrubs, respirators, etc.

Required Personal Protective Equipment is provided to Employees at no cost.

Personal Protective Equipment in our office is located



## Register Staff for Training

To register a staff member, the Training Supervisor enters the staff member's First and Last Name, a valid Email Address, and assigned locations. They then select a box next to a course to register the staff member.

### Add Staff

First Name:\*  Last Name:\*

Email:\*

Location:\*

Available Options:

- Main Street
- Springfield

Selected Options:

- Downtown

**REGISTERED COURSES\***

- (SELECT ALL COURSES)
- HIPAA PRIVACY
- SAFE PATIENT HANDLING
- HIPAA SECURITY
- RED FLAG RULES
- FRAUD WASTE & ABUSE
- FIRING A PATIENT
- GENERATING REFERRALS
- OSHA
- ERGONOMICS
- MANAGING ANGRY PATIENTS

**Add to staff list**

By clicking 'Add to staff list' an employee profile will be created and an email will be sent with login instructions.

Once completed, click **Add to staff list** to complete registration. An email will be sent to the employee with instructions.

### Staff Complete Trainings & Quizzes

Staff members can access their training anytime, and anywhere. After completing a course and quiz, the staff member can print a Certificate of Mastery.

#### Location: Downtown

TRAINING COURSES	DURATION	PASSED QUIZ	QUIZ SCORE	QUIZ DATE	CERTIFICATE
<a href="#">OSHA</a>	45 MIN				
<a href="#">HIPAA PRIVACY</a>	40 MIN	<a href="#">Take Quiz</a>			
<a href="#">SAFE PATIENT HANDLING</a>	25 MIN	✓	100 %	08/29/2011	<a href="#">PRINT</a>
<a href="#">HIPAA SECURITY</a>	40 MIN	<a href="#">Take Quiz</a>			
<a href="#">RED FLAG RULES</a>	25 MIN	✓	100 %	08/29/2011	<a href="#">PRINT</a>
<a href="#">FRAUD WASTE &amp; ABUSE</a>	20 MIN	<a href="#">Retake Quiz</a>	60 %	08/29/2011	
<a href="#">FIRING A PATIENT</a>	20 MIN	✓	75 %	08/29/2011	<a href="#">PRINT</a>
<a href="#">GENERATING REFERRALS</a>	15 MIN	✓	100 %	08/29/2011	<a href="#">PRINT</a>
<a href="#">ERGONOMICS</a>	20 MIN				
<a href="#">MANAGING ANGRY PATIENTS</a>	15 MIN				

Training Supervisors can track progress, and print reports.

Name	Location	OSHA	HIPAA PRIVACY	SAFE PATIENT HANDLING	HIPAA SECURITY	RED FLAG RULES	FRAUD WASTE & ABUSE	FIRING A PATIENT	GENERATING REFERRALS	ERGONOMICS	MANAGING ANGRY PATIENTS	NEWST COURSE	DELETE STAFF
Amanda Hugenkiss	Downtown	✗	✗	✗	✗	—	—	—	✗	✗	✗	✗	Delete
Barden Pembleton	Springfield	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	—	Delete
	Downtown	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	—	Delete
Fernando Green	Downtown	✗	✗	✓	✗	✓	✗	✓	✓	✗	✗	—	Delete
	Springfield	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	—	Delete
Steve Jones	Downtown	✗	✗	✗	✗	—	✗	—	✗	✗	—	—	Delete
	Springfield	✗	✗	✗	✗	—	✗	—	✗	✗	—	—	Delete

Have Additional Questions?  
Call us at: 720-475-0134