



## Initial Implementation Report

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The Plain Writing Act of 2010 was signed into law on October 13, 2010. The purpose of the Act is to ensure that all forms, documents, information and correspondence produced by the Federal government for the public are clear and easily understood. The RRB has followed guidance from the Plain Language Action and Information Network (“PLAIN”) ([www.plainlanguage.gov](http://www.plainlanguage.gov)).

The following is an example of plain language using text that is, ‘Before plain language’ and ‘After plain language.’

Before plain language:

Investigators at the contractor will review the facts in your case and decide the most appropriate course of action. The first step taken with most health care providers is to re-educate them about regulations and policies. If the practice continues, the contractor may conduct special audits of the provider’s medical records. Often, the contractor recovers overpayments to health care providers this way. If there is sufficient evidence to show that the provider is consistently violating our policies, the contractor will document the violations and ask the Office of the Inspector General to prosecute the case. This can lead to expulsion from the program, civil monetary penalties, and imprisonment.

After plain language:

We will look into this matter and find out if it was an error or fraud.

We will let you know the result.

The agency has implemented the law by taking the following steps: The agency has designated the Supervisory Public Affairs Specialist to oversee the RRB’s implementation of the Act and to receive and respond to public input on the RRB’s implementation of the Act.

The RRB is communicating the requirements of the Act to all employees. Furthermore, the RRB has trained appropriate employees in plain writing and established a process to oversee ongoing compliance with the Act. Additionally, the RRB has created a plain writing section on its website that is accessible from the home page.

Beginning in the spring of 2012, Public Affairs will publish a report on the RRB’s website annually detailing the agency’s compliance with the Act.