



Montgomery County Memorial
Hospital + Clinics

CORPORATE COMPLIANCE PLAN

Employee Training Acknowledgement

Mission Statement

*“Working together to improve health with dignity, compassion, and respect.”
Every Person. Every Time.*

Employee Code of Conduct Standards

Ethical Practices:

Employees will strive for excellence in providing quality healthcare services, conducting business with the highest level of integrity.

Employee Conduct:

Employees will perform duties in an honest, professional manner and make thoughtful decisions and common-sense judgements believed to be in the best interest of the hospital.

Confidentiality and Security:

Employees will ensure the confidentiality, integrity, and security of all patient records, electronic information, and any other business in connection to this facility.

Improper Payment:

Employees will avoid all illegal conduct and will not engage in any corrupt business practice, i.e. bribes, kickbacks, payoffs, improper payments, etc.

Financial Reporting:

Employees will assure that assets, liabilities, income and expenses are accounted for properly and no false or artificial records are made.

Quality of Care:

Employees will deliver healthcare services in a responsible, reliable, and appropriate manner, meeting the needs of patients.

Patient Treatment:

Employees will treat patients with a high quality of care, dignity and respect at all times, while keeping them well informed about their illness and treatment.

Fraud and Abuse:

Employees will refrain from conduct that may violate health care fraud and abuse laws, i.e. submission of false or misleading claims for services rendered.

Billing:

Employees will be accurate and truthful in billing patients and third parties, reimbursement of credit balances, and reporting of bad debts.

Document Retention:

Employees will comply with department rules regarding creation, distribution, retention, storage, retrieval, and destruction of documents.

Conflicts of Interest:

Employees will avoid situations or conditions that involve a conflict of interest or violate the duty of loyalty, i.e. improper personal gain from competitors, contractors, customers, or suppliers of MCMH.

Acceptance of Gifts:

Employees may accept gifts of nominal value (less than \$50) if it is not intended to influence a decision to conduct business with the donor.

Advertisement:

Employees will not submit advertising and marketing materials without prior approval from the Director of Public Relations.

Safe Environment:

Employees will perform duties in a safe manner and will be expected to immediately report any safety hazard or unsafe equipment or conditions.

Drug Free Workplace:

Employees will be required to report to work in appropriate mental and physical condition, free of alcohol or drugs, including prescription drugs that may adversely affect or impair job performance; and will submit to a drug test if reasonable suspicion exists.

Equal Opportunity:

Employees will be supportive and respectful to one another; and transfers, promotions, demotions, and wage adjustments will be based on individual job performance abilities only.

Sexual Harassment:

Employees will be strictly prohibited from verbal or physical conduct of a sexual nature; and work environments will be free from all forms of sexual harassment and intimidation.

Ethical Concerns:

Employees will have the freedom to question unethical concerns and report improper conduct, unprofessional standards or unlawful actions.

Political Activities:

Employees will be encouraged to participate freely in political activities that are lawful, do not interfere with their ability to perform job duties, and do not presume to represent the position of the hospital.

Investigations:

Employees will be required to notify the compliance officer upon receipt of any inquiry, subpoena, or other legal document regarding hospital business.

Environmental Laws:

Employees will comply with all applicable laws and apply due diligence and care to minimize the generation, discharge, and disposal of medical waste or other hazardous materials; and report any mishandling or spills immediately.

Antitrust Laws:

Employees will not engage in discussions, agreements, or understandings with any competitor regarding prices, products, or services of MCMH.

Copyright Laws:

Employees will not participate in unauthorized copyright infringement of material contained in books, newsletters, other periodicals, or computer software.

This form will acknowledge by your signature below that you:

- have received training and understand the responsibilities and rights of the plan;
- agree to conduct yourself within the guidelines established by the plan;
- agree to report any suspected violation of the plan to the compliance officer;
- understand violations will result in disciplinary action or revocation of privileges.

Name

Signature

Department

Date

This signed document will become a permanent part of your personnel file.