

RULES OF CONDUCT

- **Resident Rights**

The rights of our residents shall be respected. Every effort must be made to help those that we serve and their families understand and exercise their rights and responsibilities.

- **Quality of Services**

We are dedicated to providing appropriate, high quality care to our residents in a skilled and compassionate manner.

- **Resident Privacy**

We are dedicated to protecting the health and financial information of our residents.

- **Document and Bill Accuracy**

We are committed to the integrity, accuracy, and reliability of the clinical records and business records we create and maintain. We are similarly committed to compliance with the Federal False Claims Act.

- **Avoid Conflicts of Interest**

We avoid conflicts of interest that create even the appearance of influence in the decision-making process.

- **Non-Profit/Tax Exempt Status**

We recognize that we must operate to serve the “public” rather than a “private” interest by making sure that the assets of the organization do not benefit any private individual.

- **Employee Rights**

Based on the Values of Compassion, Dignity, and Collaboration, we respect the rights of our employees and our co-workers to confidentiality, to a safe and healthful working environment and to a working environment which is free of intimidating, hostile, or harassing behavior.

Mt. Macrina Manor
520 West Main St.
Uniontown, PA 15401

Mt. Macrina Manor

“Commitment to Care”

Mt. Macrina Manor Corporate Compliance



CODE OF ETHICAL CONDUCT

Mt. Macrina Manor
520 West Main St.
Uniontown, PA. 15401
P. (724) 437-1400 F. (724) 430-1027

Corporate Compliance Code of Ethical Conduct

Mt. Macrina Manor is committed to upholding all legal and ethical standards as we conduct business with residents, resident families, vendors, suppliers and other healthcare providers.

As a vendor, contractor or business associate of Mt. Macrina Manor this notice serves as an annual notification of our Compliance Program and Code of Ethical Code.

Mt. Macrina Manor's Code of Ethical Conduct serves to:

To educate employees, contractors, vendors, and business associates about compliance with Federal, State, and Local laws and Regulatory agencies.

Sets a standard for personal and professional behavior expected while conducting business with Mt. Macrina Manor.

Informs employees, contractors, vendors, and business associates about their obligations to report any information they believe might be a violation of accepted standards or law.

What does the Code of Ethical Conduct require of our vendors and business associates?

- To act and conduct business ethically and consistent with our mission.
- To ask questions if you have doubts about ethical implications of a situation.
- To ask if there is confusion related to a compliance issue.
- To report any compliance violation or suspected violation promptly.

How do I report Compliance violations?

Notify the Mt. Macrina Manor Administrator at 724-437-1400 Or

Notify Mt. Macrina Manor Assistant Director of Nursing at 724-437-1400 Or

Call the Compliance Hotline: 844-490-0002.

The Compliance Hotline is a direct telephone line to the Corporate Compliance Officer. Reports are confidential and can be anonymous if you choose.

The Hotline can also be used to ask questions about the Corporate Compliance Plan or Code of Ethical Conduct.

Or

Report an issue directly to a Federal or state agency.

Medicare fraud can be reported directly and anonymously to Medicare at 1-800-HHS-TIPS or 1-800-447-8477 or online at HHSTips@oig.hhs.gov.

Medical Assistance (Medicaid) fraud may be reported to 1-866-DPW-TIPS or 1-866-379-8477.

PA Human Relations Commission – (412) 565-5711

Mt. Macrina Manor has a policy on non-retaliation for anyone reporting an issue directly to a Federal or state agency.

What happens when you do not follow our Code of Ethical Conduct and Corporate Compliance Program?

Failure to comply can result in one or more of the following:

- Monetary fine to the individual and/or facility.

- Criminal charges and possible jail sentences to the individual of the facility.
- Exclusion from working in the healthcare field for the individual.
- Loss of Medicare/Medicaid reimbursement to the facility.

Reporting Reasonable Suspicion of a Crime

Section 6703(b)(3) of the Affordable Care Act, in part, amends Title XI of the Act by adding a new section 1150B. Section 1150B requires Long Term Care (LTC) facilities that receive at least \$10,000 in Federal funds under the Act during the preceding year to annually notify each covered individual of their obligation to report to the Secretary (now assigned to the SA) and at least one local law enforcement entity “any reasonable suspicion of a crime,” as defined by local law, committed against an individual who is a resident of, or is receiving care from the facility. A “covered individual” is defined at section 1150B(a)(3) of the Act as each individual who is an owner, operator, employee, manager, agent, or **contractor** of such LTC facility.

Section 1150B establishes two time limits for the reporting of reasonable suspicion of a crime, depending on the seriousness of the event that leads to the reasonable suspicion.

1. Serious Bodily Injury – 2 Hour Limit: If the events that cause the reasonable suspicion result in serious bodily injury to a resident, the covered individual shall report the suspicion immediately, but not later than 2 hours after forming the suspicion.

2. All Others – Within 24 Hours: If the events that cause the reasonable suspicion do not result in serious bodily injury to a resident, the covered individual shall report the suspicion not later than 24 hours after forming the suspicion.