

## **Code of Conduct and Ethical Behavior**

1. Uphold the mission, vision/values, and code of ethical behavior, and the compliance program of the Hospital Authority of Colquitt County and its affiliates as published in the Colquitt Regional Medical Center Policy Manual. The employee Standards of Performance shall be incorporated into Colquitt Regional Medical Center's day-to-day operations.
2. Continually work to improve the quality of patient care. Colquitt Regional Medical Center will work to identify and meet the healthcare needs of the community it serves.
3. Treat patients in a manner that preserves their dignity, autonomy, self-esteem, civil rights, right to treatment, and involvement in their own care.
4. Remember that effectiveness and safety of care, treatment, and services shall not depend on the patient's ability to pay. Patient information shall be kept confidential to the extent allowed by law.
5. Ensure the admission, transfer, and discharge of patients are conducted in an ethical manner and in accordance with applicable local, state, and federal regulations.
6. Ensure that patients are billed only for those services and care provided to them. Continually work to comply with all applicable statutes, regulations, guidelines, and policies with a special emphasis on detection and prevention of billing fraud.
7. Adhere to open and honest business practices. No false or misleading information will be intentionally entered into the business records, including patient medical records. All records shall be made secure and maintained for the respective retention period in accordance with the appropriate department policy.
8. Promote competitive procurement. Follow policies that are designed to prevent employing or billing for services rendered by an individual or entity that is excluded, suspended, debarred, or ineligible to participate in federal and state health care programs.
9. Decline all gifts and other incentives from vendors who are in current negotiations for contracts or services. Nominal or fully consumable gifts from current vendors may be accepted that would not improperly influence business decisions. Board members, physicians (in leadership roles) and employees of Colquitt Regional Medical Center shall disclose any direct or indirect financial or personal interests that pose potential or actual conflicts of interest involving hospital assets or potential assets.

10. Maintain a work environment that is free from harassment, coercion of any kind, and discrimination.
11. Employ and follow policies for the protection of the health and safety of patients, employees, affiliates, volunteers, and visitors.
12. Comply with all legal and regulatory requirements that are applicable to Colquitt Regional Medical Center and its operations. Business decisions shall not be made that compromise this Code, the Colquitt Regional Medical Center Compliance Policy, or the law. Failure to comply with the Compliance Program or failure to report noncompliance may possibly result in disciplinary action in accordance with Colquitt Regional Medical Center Personnel Policies and may subject Colquitt Regional Medical Center and/or its employees to Civil or Criminal sanctions.
13. Report ethical and compliance violations to the Compliance Officer, the Compliance Committee, the toll-free hotline, 1-866-370-5993, or other means established by the committee. Violations may be reported anonymously and without fear of retaliation.