

COMMITMENT TO COMPLIANCE

At Peninsula Hospital Medical Center & Peninsula Center for Extended Care & Rehabilitation, we strive to earn the trust of our patients and the respect of the communities we serve. To help us do that, we have instituted a Compliance Program and Code of Conduct.

- ✚ **Who is responsible?** Everyone, including employees, board members, administrators, physicians, volunteers and those with which we do business.

- ✚ **What are the rules that must be followed?** The standards set forth in the Code of Conduct provide an overview of the laws and rules you are expected to follow. A copy of the Code of Conduct is provided to all employees upon hire and is available on the Hospital website. In a nutshell, we expect everyone to conduct themselves pursuant to the highest ethical, business, and legal standards. If you suspect that someone is doing anything that is illegal or unethical, you must report it.

- ✚ **Examples of what needs to be reported:**
 - Questionable billing, coding or medical record documentation practices
 - Giving or accepting something of value in exchange for patient referrals
 - Quality of care issues
 - Stealing
 - Altering medical records
 - Any activity or business practice that could possibly be interpreted as unethical or illegal

How to Report Compliance Violations



- Report violations to your supervisor;
- Contact RON MUSSELWHITE, the Corporate Compliance Officer, at corporatecompliance@peninsulahospital.org; or
- Call the PHC Compliance "Helpline" at 718-734-2333, which is available 24 hours, 7 days a week.

- All reported compliance issues will be investigated.
- You may raise the issue anonymously if you wish.
- Be assured that retaliation against anyone who in good faith raises a compliance issues is prohibited.