

# Children's of Alabama Compliance Corner

## Code of Conduct – 7<sup>th</sup> edition

Many thanks to the 2018-2019 Compliance Steering Committee (Shana Arnold, Lynn Brown, Jaime Frederick, Lauren Howard, Monica Jackson, Tannis McCombs, Teresa Pearson, Tracey Russell, Shannon Shoemaker, Kathleen Street, and Matthew Vinson) for their help with revising the Code of Conduct. The 7<sup>th</sup> edition Code has been updated with new commonly asked questions and answers that came straight from Children's employees.

## Information that can be found in the Code of Conduct

- *Important Contacts* – the Compliance Officer, Hotline, HIPAA/Privacy Officer, Employee Relations, Risk-Manager-On-Call, and Joint Commission Contact – page 3
- *Commitments* – Our twelve commitments serve as the guardrails to successfully perform our roles and protect our patients here at Children's – pages 4-15
- *Questions and Answers for each Commitment* – for example,
  - “I feel I am being threatened by a patient or patient family member. What do I do?” Find the answer on page 8
  - “What should I do if I think someone isn't complying with the Code of Conduct, regulatory requirements, a law, policy, or procedure?” See page 4
- *Hotline Reporting* – learn who can report on the Hotline and how to report potential compliance violations – page 16

## Where to find the Code of Conduct

- On **The Red Wagon** in the *Policies and Procedures* blue bar – pull down the menu and select Code of Conduct
- In Lucidoc
- In the **COA Resources folder** under Code of Conduct
- Follow the Corporate Compliance and Internal Audit link in the left margin of **The Red Wagon** and then click on the Code of Conduct link

## Still have questions?

The Compliance staff is always happy to assist you by phone or email! Our contact information can be found on page 3 in the Code or on the Compliance website (see link in left margin of **The Red Wagon**).