**Corporate Compliance and Ethics Manual**

***Company Name***

***City,*** ***State***

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*This Corporate Compliance and Ethics Policy Manual has been designed to provide guidelines for Company employees, volunteers, interns, appointees, associates, consultants, vendors, agents, executives, and Governing Body members. All policies included in this Manual apply to any and all affected individuals. This Manual is meant to replace any previous version(s) that may be present in the facility. All questions related to the policies in this Manual should be directed to the Company Compliance Officer.*

*Company Name*

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**Approval and Indications for Company Use**

Compliance is a key component to *Company Name* day-to-day operations (further referenced as “The Company” throughout this manual). We strive to maintain a good faith effort to comply with all applicable laws, rules, and regulations. In accordance with existing guidance from the U.S. Department of Health and Human Services, Office of Inspector General, as well as the statutory requirements of the Patient Protection and Affordable Care Act, The Companyhas adopted a Compliance and Ethics Program.

This *Corporate Compliance and Ethics Policy and Procedure Manual,* (hereafter referred to as “Manual”), has been designed to provide guidelines for all persons associated with The Company including employees, (directors, officers, clinical staff), independent contractors, consultants, vendors, executives, Governing Body members, appointees, associates, students and interns, and others working for The Company. All are expected to comply with applicable federal laws, rules, and regulations provided in this manual as well asstate specific requirements referenced through links in Chapter 13 of this manual and The Company’s ownpolicies and procedures. Those who fail to comply with the elements of this Program may face disciplinary action, up to and including termination.

This Manual is meant to replace any previous version(s) that may be present in The Company. All questions related to the policies in this Manual should be directed to The Company’sCompliance Officer.

**Manual Adoption:** [The Governing Body](#GoverningBody) of *Company Name* adopted thepolicies and procedures outlined in this Manual and these policies and procedures have been reviewed by the QAPI/QAA Committee and found to be adequate to meet the needs of *Company Name* and its residents. The administrator has been delegated the administrative authority, responsibility, and accountability of assuring that all personnel, residents, and the community are made aware of these policies and procedures through an established orientation and in-service training program.

**Manual Approved:** A group of professional personnel with appropriate representation from administration and the professional disciplines, establishes and annually reviews The Company’s Compliance and Ethics Program for use by The Company. At least one member of the group is neither an owner nor an employee of The Company.

**Manual Reviewed/Revised:** *Date(s) the Manual was reviewed*

**Revision Date:** *Date(s) the Manual was last revised*

**Reviewed by:** **Title:** **Date:**

**Reviewed by:** **Title:** **Date:**

**Reviewed by:** **Title:** **Date:**