



Boston Children's Health Physicians

New York & Connecticut

Boston Children's Health Physicians, LLP CODE OF CONDUCT

This Code of Conduct applies to "Affected Individuals" defined in 18 NYCRR § 521-1.2 as "all persons who are affected by [BCHP's] risk areas, including [BCHP's] employees, the chief executive and other senior administrators, managers, contractors, agents, subcontractors, independent contractors, governing body, and corporate officers." Certain companies and individuals that BCHP contracts with, such as independent contractors, interns, students, volunteers and vendors, constitute a subset of Affected Individuals ("Designated Contractors").

1. Affected Individuals should be open and honest in their business relationships with other officers, administrators, employees and physicians of BCHP.
2. Affected Individuals shall not take any action that they know or should know is a violation of any statute, rule or regulation.
3. Affected Individuals shall comply with BCHP's gift policy regarding patients, referral sources and governmental authorities.
4. Affected Individuals shall not engage, either directly or indirectly, in any corrupt business practice, including bribery, kickbacks or payoffs.
5. All of BCHP's payments and other transactions must be properly authorized by management and be accurately recorded on the BCHP practice's books and records. Affected Individuals who know or have reason to believe that a transaction has not been properly recorded shall promptly report this to BCHP's Compliance Officer.
6. BCHP will maintain and safeguard all relevant records in compliance with applicable legal requirements.
7. All Affected Individuals in positions that require professional licenses, certifications, or other credentials shall maintain the current status of their credentials.
8. Affected Individuals are required to sign and deliver a statement to the Compliance Officer upon their initial employment or retention and on an annual basis to report all current and prospective activities and material interests that may constitute a conflict of interest and to promptly update such statement when any change in circumstances occurs that would make their statement untrue. A conflict of interest exists whenever any Affected Individuals or their immediate family have a direct or indirect financial or other interest with respect to any entity or person dealing with or competing with BCHP and the interest is such that their decisions or actions regarding BCHP are reasonably likely to be influenced by the interest.
9. Affected Individuals shall not solicit or receive, or offer to pay or pay, any remuneration in any form (including kickbacks, bribes, or rebates) in return for referring, or recommending the referral of an individual to another person, hospital, or medical facility for services.
10. Affected Individuals shall not knowingly submit to the Medicare or Medicaid program a false claim

for reimbursement or a claim which the Affected Individual suspects is false. Affected Individuals who have reason to believe that false documentation may exist shall report the concern to their supervisor, Compliance Officer or Compliance Hotline.

IF BCHP RECEIVES A CONFIRMED OVERPAYMENT FROM A GOVERNMENTAL PAYER, OR FROM A COMMERCIAL PAYER UNDER A MANAGED CARE CONTRACT FUNDED BY FEDERAL FUNDS (SUCH AS MEDICARE OR MEDICAID), THEN, NO LATER THAN 60 DAYS AFTER THE OVERPAYMENT WAS IDENTIFIED, IT SHOULD REPORT AND RETURN THE AMOUNT TO THE GOVERNMENTAL OR COMMERCIAL PAYER, AS APPLICABLE, AND NOTIFY THE PAYER OF THE REASON FOR THE OVERPAYMENT. IF BCHP RECEIVES AN OVERPAYMENT FROM THE NEW YORK MEDICAID PROGRAM, THEN, NO LATER THAN 60 DAYS AFTER THE OVERPAYMENT WAS IDENTIFIED, A “SELF-DISCLOSURE STATEMENT” MUST BE SUBMITTED TO THE OMIG SELF DISCLOSURE PROGRAM (“SDP”) PURSUANT TO 18 NYCRR 521-3.4. AFFECTED INDIVIDUALS WHO ARE MADE AWARE OF A POTENTIAL OVERPAYMENT SHALL REPORT IT TO THE COMPLIANCE OFFICER OR THEIR SUPERVISOR IMMEDIATELY.

11. Affected Individuals shall ensure that **all** billings to government, private insurance payers and patients are accurate and conform to all pertinent laws and regulations. All claims for services submitted to private and governmental third-party payers or other health benefits programs will correctly identify the services provided. Only those services ordered by an authorized provider that are performed and that meet private and governmental third-party payer’s criteria will be billed. Intentionally or knowingly up coding (the selection of a code to maximize reimbursement when such code is not the most appropriate descriptor of the service offered) may result in immediate termination. BCHP’s providers must provide documentation to support the current CPT and ICD codes used based on medical findings and diagnoses. Immediate disciplinary action, up to and including termination, will be implemented for instances of intentional misrepresentation of any service provided that results in over billing.
12. BCHP collects information about the patient’s medical condition, history, medication and family illnesses to provide the best possible care. BCHP realizes the sensitive nature of this information and is committed to maintaining confidentiality. Affected Individuals shall not release or discuss patient- specific information with others unless it is necessary to serve the patient or required by law. Affected Individuals have a duty to protect the confidentiality of patient information at all times in the course of their work or responsibilities. In order to ensure that confidentiality is maintained, Affected Individuals must adhere to the following rules:
 - Do not discuss PHI in public areas.
 - Limit release of PHI to the minimum reasonably necessary for the purpose of the disclosure.
 - Do not disclose PHI without an appropriate consent signed by the patient unless it is related to the person’s care, payment of care, or health care operations of BCHP.
 - Honor any restrictions on uses or disclosure of information placed by the patient.
 - Make sure PHI is properly secured.
 - Be familiar with and comply with special confidentiality rules governing the disclosure of HIV/AIDS, alcohol, substance abuse and mental health treatment.
 - Comply with all applicable laws relating to the privacy and security of PHI.
13. Affected Individuals who acquire information or have knowledge of facts indicating a violation or potential violation of this Code of Conduct or the Compliance Plan must disclose the matter directly to the Compliance Officer or to their supervisor.

14. A violation of the BCHP Compliance Program or applicable legal requirements by any Affected Individual will result in a penalty ranging from oral reprimand to termination, based upon the severity of the violation.
15. Employees are specifically reminded of the very important policies regarding social media and blogging that are outlined in section 1.10 of the Employee Handbook. Violations of such policy can lead to penalties ranging from oral reprimand to termination of employment.

CODE OF CONDUCT ACKNOWLEDGEMENT

I certify that I have received Boston Children's Health Physicians, LLP's Code of Conduct. I understand that the Code of Conduct represents the mandatory policies of the organization and I agree to abide by it.

This Code of Conduct is not meant to be all-inclusive and employees are reminded of their obligation to abide by all policies and procedures, including those outlined in the Employee Handbook distributed by BCHP's Human Resources Department.

***To be acknowledged electronically as part of BCHP's new hire
and annual education program***