

	CATHOLIC HEALTH Rockville Centre, New York	Effective Date: 06/06/2024
	ADMINISTRATIVE POLICY & PROCEDURE MANUAL	Review Date: April 2024
	<u>Subject:</u> Compliance Vendor Policy	Supersedes Issue of: 02/04/2003 04/16/2020 03/28/2023
	<u>Distribution:</u> Catholic Health Healthcare Vendors	
	<u>Responsible Department:</u> Compliance, Supply Chain	

I. Background:

Catholic Health and its affiliated entities¹ (collectively, CH and individually, a CH Entity), are committed to promoting integrity and honesty in its dealings with third-party payors, regulatory agencies, employees, physicians and other health professionals and suppliers. To that end, each CH Entity has developed and implemented compliance programs designed to:

- assure compliance with applicable statutes, regulations and rules;
- demonstrate to employees and the community CH's commitment to responsible corporate conduct;
- increase the likelihood of preventing and/or identifying unlawful and/or unethical behavior;
- improve the quality, efficiency and consistency of providing services; and
- assess accurately employee, physician and contractor behavior.

To achieve these goals, it is imperative that our vendors, contractors, subcontractors, agents and independent contractors (collectively, vendors) also agree to abide by certain standards of conduct and comply with government regulations and requirements. For the purposes of this policy, a vendor is any person or entity which or who, on behalf of CH, furnishes, or otherwise authorizes the furnishing of, healthcare items or services, performs billing or coding functions, or is involved in monitoring of healthcare provided by a CH entity.

II. Policy:

To assist vendors in assuring compliance with CH's standards of conduct, we are providing these general guidelines to which we expect all vendors to adhere:

- CH shall not contract with any person or entity that has been convicted of a criminal offense related to healthcare (unless such person or entity has implemented an integrity program as part of an agreement with the Federal government), or is listed by a Federal or State agency as disbarred, excluded or otherwise ineligible for Federal or state healthcare program participation. In keeping with CH Supply Chain policy, all vendors must, at the time a contract between CH and the vendor is executed and on an ongoing basis for the term of the

¹ CH Entities include Good Samaritan University Hospital, Mercy Hospital, St. Catherine of Siena Hospital, St. Charles Hospital, St. Francis Hospital and Heart Center®, St. Joseph Hospital, Good Samaritan Nursing & Rehabilitation, St. Catherine of Siena Nursing & Rehabilitation, Our Lady of Consolation Nursing & Rehabilitation, Catholic Health Home Care, Good Shepherd Hospice, CHS Physician Partners, P.C., CHS Physician Partners entities (ACO, IPA) and CHS Services, Inc., as well as any related organization that is included in the consolidated financial statements of the entities listed herein.

agreement, represent and warrant that they are not an excluded provider. CH has implemented a program to check periodically for excluded individuals and entities, and recommends that vendors implement such an ongoing review program as well. If a vendor or any of its personnel becomes ineligible for Federal or state healthcare program participation, CH must be informed immediately.

- It is inappropriate for CH or any CH Entity's employees or physicians to request or receive goods or services from any vendor for personal use or enjoyment. No vendor may offer gifts, monies or business services to CH employees or physicians that could violate Federal anti-kickback statutes² and are not in accordance with the CH Gift Policy. Meals in connection with educational presentations are permitted, as are customary business promotions given to clients.
- Vendors shall review, become familiar with and abide by Catholic Health's Compliance Program; including its Vendor Policy, Whistleblower Protection, Non-Intimidation and Non-Retaliation Policy, Gift Policy, Compliance Program Handbook and Code of Conduct and Catholic Health's compliance training, utilizing this link: <https://www.chsli.org/catholic-health-compliance-program>.

Vendors shall share this information with all their employees, agents, contractors and subcontractors who furnish healthcare items and services, perform billing or coding functions, or monitor healthcare provided by Catholic Health, as they are also required to adhere to our Compliance Program.

- Vendors shall have controls and processes in place that prevent inadvertent billing of non-covered services to government and other third-party payors.
- Vendors shall not be permitted in any CH facility without a vendor badge issued by the CH Supply Chain Department. Such badges shall be issued only in conjunction with a scheduled appointment.
- Vendors shall comply with CH's policies and procedures related to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and execute a HIPAA-compliant business associate agreement when required.
- Vendors shall not be permitted to engage in any negotiations concerning the terms, pricing or other conditions related to the acquisition of a product or service with any individuals without the participation or consent of a duly authorized employee of the CH Supply Chain Department. Employee department heads and other employee executives of CH Entities may discuss general aspects and features of procurement transactions to understand the implications of a product and/or service on their departmental/Entity's operations and budget.

² Under this statute it is unlawful to accept or provide anything of value with the intent of influencing the referral of patients or services covered by a Federal or state healthcare program. Therefore, gifts and certain business courtesies from vendors may implicate this statute, because in many cases, vendor costs are either directly or indirectly reimbursed by a government healthcare program such as Medicare and Medicaid.

- Vendors shall not be permitted to bring any product into any CH facility prior to that product being presented to and approved by the CH Entity's Product Evaluation Committee, which has the authority to approve products for trial use.

If a vendor is believed to have violated these guidelines, the Senior Vice President of the CH Supply Chain may take any or all of the following actions:

- Counsel vendor about appropriateness of behavior.
- Suspend relationship with vendor pending an investigation of the conduct at hand.
- Recommend a review of the vendor's conduct by the CH Compliance Office.
- Exclude the vendor from doing business with CH or any of its entities.

The Senior Vice President of the Supply Chain must report all alleged violations, investigations and resolutions thereof to the CH Compliance Officer. In turn, the CH Compliance Officer shall report on these matters to the Compliance and Audit Committee of the CH Board of Directors.

The CH Whistleblower Protection Non-Intimidation and Non-Retaliation Policy, provides the mechanisms whereby employees, vendors and others can report a potential violation in good faith to those who can assist them, confidentially and without fear of retaliation. In addition, this policy provides summaries of specific Federal and state false claim, whistleblower protection and other relevant laws, regulations and remedies.

Any questions concerning the above policy can be addressed to the CH's Compliance Officer, Pegeen E. McGowan, by phone at (631) 465-4151 or by e-mail pegeen.mcgowan@chsli.org. In addition, CH has established a Compliance Helpline which allows for and encourages individuals doing business with CH to report issues of concern involving illegal or unethical behavior, fraud, misuse of assets, or non-compliance with CH compliance policies and procedures. The CH Compliance Helpline number is (866) 272-0004.