

	Policies & Procedures  Compliance Reporting Procedure		Accounting / Finance
			Administration
			Billing
		X	Compliance
			Employee Handbook
			HIPAA Security
			HIPAA Manual
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## GENERAL STATEMENT OF POLICY

Employees are obligated to report instances of actual or possible fraud, waste, abuse, and other improper and unethical conduct.

### Quick Reference:

Online Web Reporting at [www.hotline-services.com](http://www.hotline-services.com)

Telephone Hotline at: 1 (855) 252-7606

## PROCEDURE

Report are to be made to one (1) of the following:

- a. Endeavor Health Services' Compliance Hotline at 1-855-252-7606 or online at [www.hotline-services.com](http://www.hotline-services.com) indicating Endeavor Health Services in the Organization Name field (anonymously or otherwise);
- b. Endeavor Health Services' Corporate Compliance Officer by telephone (716-895-6700 ext. 4307) or email ([CBlask@ehsny.org](mailto:CBlask@ehsny.org));
- c. Endeavor Health Services' Corporate Compliance Officer in writing by mail to Attn: Corporate Compliance Officer, Endeavor Health Services, 795 Indian Church Rd, Buffalo New York 14224 (anonymously or otherwise);
- d. The employee's supervisor or any supervisor or director; or
- e. Any member of the Compliance Committee.

Employees are encouraged to first report their concerns directly to Endeavor Health Services to allow Endeavor Health Services the opportunity to quickly address potential problems. Employees are required to cooperate in internal and external audits or investigations regarding possible fraud, waste, abuse, or other improper or unethical conduct. Employees can find more information on their duty to report in Endeavor Health Services *Duty to Report Policy* and *Fraud Prevention Policy*.

## REVISION SUMMARY DATE

First Issue 9/29/11, Rev 11/18/15, Rev 03/15/2023