

ADVANCED PROFESSIONAL RESOURCES

CODE OF CONDUCT AND ETHICS

Advanced Professional Resources maintains a high standard of ethical business practices which is required of all its employees, independent contractors, directors and any other agent or representative of our organization. We insure that our providers of services are state approved with current credentials in said specific areas of practice. All employees and independent contractors will uphold and adhere to all laws, regulations and guidelines set forth in our Policy and Procedure Manual, under Compliance Programs and Code of Conduct.

All employees/independent contractors are responsible for providing services billed for and performing in an honest, ethical and professional manner to uphold the integrity and reputation of Advanced Professional Resources.

All employees/independent contractors will deliver services to clients without engaging in relationships which are viewed as conflicts of interest or with negative consequences to clients or the agency (Advanced Professional Resources).

All employees/independent contractors are responsible to make sure that billing is accurate, timely and in compliance with federal and state laws as well as agency guidelines.

All employees/independent contractors are responsible to report suspected problems with compliance policies including violations of laws, regulations, billing and accounting issues to Ivey Sedrish, Compliance Officer at: 516-241-6150. Confidentiality guidelines and anonymity of the reporter will be maintained. There will be no retribution or retaliation against an individual who reports a problem with compliance to the Compliance Officer. The individual should fear no loss of job or repercussions for reporting. To assure anonymity in reporting possible violations, the reporter can use regular mail, without a return address. The compliance officer will review all claims, potential compliance violations. If the compliance claim proves to have merit, the Compliance Officer will make attempts to resolve the issue and inform the New York State Department of Health and New York State OMIG for guidance. Once the compliance issue is resolved, the method of resolution will be added to the policy and procedure manual.

Monitoring/Internal Auditing

Areas included in the monitoring process are as follows:

- Billing and payment
- Quality of services
- Mandated reporting
- Credential monitoring
- Other risk areas

Internal auditing will occur at least once per year:

- To assess Compliance issues that have arisen and steps taken as a result of reporting
- To amend policies and procedures if necessary
- To review policy and procedures with staff with an emphasis on pertinent changes

Each new employee/independent contractor will receive compliance policies and code of ethics of Advanced Professional Resources including State and Federal Guidelines of the False Claim Act (31 U.S.C, 3729-3733).

All employees/independent contractors will attest to having received guidelines on the False Claim Act and understand their responsibilities under such guidelines including ethical business practices of Advanced Professional Resources and compliance responsibilities.