

Administrative Manual

WHISTLEBLOWER POLICY

Policy Number: 12.75

Page 1 of 2

Objective:

Covenant HealthCare System and its wholly owned tax-exempt entities, including without limitation Covenant Medical Center, Inc. (collectively referred to as “Covenant”) is committed to lawful and ethical behavior in all of its activities and requires its employees, independent contractors, officers and board members to conduct themselves in compliance with all applicable state and federal laws and regulations as well as Covenant policies. In keeping with this commitment, Covenant expects all employees, independent contractors, officers and board members to report suspected violations of law or policy to the Chief Compliance Officer, Compliance Administrator or the Covenant Chairperson of the Board.

Policy:

An employee, independent contractor, officer or board member shall, in good faith, make a confidential report of a suspected violation of law or policy to the Chief Compliance Officer or Compliance Administrator. In the event that the suspected violation involves the action or inaction of the Chief Compliance Officer or Compliance Administrator, or the Chief Compliance Officer or Compliance Administrator is otherwise known or believed to have a relevant conflict of interest, the complaint shall be made to the Chairperson of the Board. If it is felt that it is not reasonable to make the report to the Chief Compliance Officer, Compliance Administrator or Board Chair, the report may be made to any Board member or alternatively, to the Internal Compliance Hotline. Any report may be made anonymously. The report must be made in good faith, which means that the report is based on an honest belief, formed after a reasonable effort has been made to collect the relevant facts, that a violation of law or policy has or is about to occur. A report that is made with reckless disregard or with willful ignorance of the facts will not be considered a good faith complaint, and will subject the complainant to disciplinary action by Covenant.

Examples of matters that must be reported include: financial irregularities including gross mismanagement of federal funds received by Covenant pursuant to the American Recovery and Reinvestment Act; irregularities in billing, claims submission, provider payments, cost reports, and I.R.S. Form 990 reports; inappropriate workplace conduct including discrimination and harassment and other suspected violations of state or federal laws; as well as suspected violations of Covenant policies. This policy is intended to incorporate and augment other Covenant whistleblower policies, including without limitation, the Covenant HealthCare Corporate Compliance Code of Conduct, Deficit Reduction Act Policy and the Non-retaliation for Reporting Policy.

Process

The Chief Compliance Officer, Compliance Administrator or Chairperson of the Board (or other Board member receiving a report) must promptly acknowledge, document and investigate the complaint. The investigation shall be done in such a manner to protect the confidentiality of the complaint and the complainant to the extent possible. If the Chief Compliance Officer, Compliance Administrator or Chairperson of the Board believes that a violation of state or federal law may have occurred, that individual must notify Covenant’s legal counsel immediately. If the complaint involves a violation of a Covenant policy, the Compliance Officer, Compliance Administrator or Chairperson of the Board will initiate the required disciplinary procedures as prescribed by Covenant policies.

Protections

No employee, contractor, officer or director will be discharged, threatened or discriminated against in any manner by Covenant for reporting, in good faith, what he or she perceives to be a violation of state or federal law or Covenant policy.

In addition to the protections provided by this policy, whistleblower protections are also available under state and federal laws, including without limitation: the Federal False Claims Act, 31 U.S.C. § 3729(a); the Michigan Medicaid False Claims Act, M.C.L. § 400.610(c); the Michigan Health Care False Claims Act, M.C.L. § 752.1008, the Internal Revenue Code § 7623(b), the Civil Rights Act of 1964, 42 U.S.C. § 2000e and the Michigan Whistleblower's Protection Act, M.C.L. § 15.361.

Whistleblower Contact Information:

Chief Compliance Officer:	989.583.4580
Corporate Compliance Administrator	989.583.4582
Internal Compliance Hotline:	989.583.4499
Toll-free Compliance Hotline	888.421.5776

Related Policies/Procedures: Covenant Non-Retaliation Policy Numbers 804 / 12.30
Covenant Deficit Reduction Act Policy Number 811
Covenant HealthCare Code of Conduct

Reviewed by: Board of Directors, 08/29/09, 10/2015

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Approval:



Terry Niederstadt – Board Chairman

October, 2015
Date