



## Code of Conduct

**ORLANDO**  
**HEALTH<sup>®</sup>**

Physician Associates

# Message from CEO



Dear Orlando Health Family,

As one of the Southeast’s premier healthcare systems, Orlando Health is dedicated to preserving our reputation as a trusted leader that acts with integrity and upholds ethical standards. We believe in treating each other and the patients and families we serve with dignity and respect.

In an effort to adhere to all laws, government regulations, third-party payor agreements, and our own policies and procedures, we maintain a Compliance & Ethics Program.

Our Code of Conduct is an essential component of our Compliance & Ethics Program. It provides us with the opportunity to keep compliance and ethics front and center. Our Code of Conduct supports our mission by reaffirming the values and professional standards that exist among the Orlando Health Family...quality, honesty and integrity.

The Code of Conduct is a guide to help each of us do things the right way. Please take time to read and familiarize yourself with these responsibilities. If you ever have a question or concern that is unclear or not covered within the Code of Conduct, be sure to ask your manager or contact Compliance & Ethics.

Thank you for your continued dedication to Orlando Health.

Warm regards,

**David Strong**  
*President and CEO*  
*Orlando Health*

# Table of Contents

The Pledge .....	3
Mission, Vision and Values .....	4
<b>We Care About Our Patients</b>	
Treating Patients with Compassion and Dignity .....	5
Providing Quality Healthcare Services .....	5
Patient Diversity .....	5
Notice of Nondiscrimination .....	6
<b>We Support Our Team Members</b>	
Compliance & Ethics Program .....	7
Workforce and Recruitment Diversity .....	7
Reporting Compliance Concerns .....	8
No Retaliation .....	9
Workplace Conduct and Integrity .....	9
<b>We Are Committed to Our Community</b>	
A Responsible Organization .....	10
Political Activity .....	11
Antitrust Commitment .....	11
Safeguarding Our Environment .....	11
<b>We Protect Sensitive Information</b>	
Confidentiality of Patient Information .....	12
Information Security .....	12
Social Media .....	14
Media Relations .....	14
Team Member and Human Resources Information .....	14
Proprietary Information .....	15
Intellectual Property .....	15
Search Warrants, Subpoenas, and Government Inspections and Investigations .....	15
Record Keeping .....	16
Record Retention and Destruction .....	16
<b>We Value Ethical Business Practices</b>	
Fraud, Waste and Abuse .....	17
Internal Investigations and Requests for Information .....	18
Criminal Conduct .....	18
Screening of Covered Persons .....	18
Financial Relationships .....	19
Business Inducements .....	19
Competitors and Vendors .....	20
Contracting and Business Relations .....	20
Vendor and Product Selection .....	20
Gifts and Business Courtesies .....	21
Workshops, Seminars and Training Sessions .....	21
Conflict of Interest .....	22
<b>Protection of Assets</b>	
Financial Reporting .....	23
Use of Company Assets .....	23
Travel and Entertainment .....	23

## **Our Code of Conduct and our corporate policies tell us about what we must do (compliance) and what we should do (ethics).**

Our values set us apart and we each must do our part to achieve and sustain these standards. While the Code of Conduct is designed to provide overall guidance, it does not address every situation. It will help guide us in making decisions that conform to the ethical and legal standards expected of us all. More specific guidance is provided in Orlando Health Physician Associates policies and procedures.

This Code of Conduct is a critical part of our Compliance & Ethics Program and the standards herein apply to us all.

### **WE PLEDGE TO:**

- **Read the Code of Conduct and seek to understand how it applies to us**
- **Refer to the Code of Conduct and Orlando Health Physician Associates Policies in all situations**
- **Ask questions and report issues**
- **Complete required annual training**
- **Attest our commitment to the Code of Conduct**

The Code of Conduct is not an employment contract, nor is it intended to provide any expressed or implied rights of continued employment. Conduct contrary to the Code of Conduct will result in an investigation and possible disciplinary action, up to and including discharge.

## **OUR MISSION**

To improve the health and quality of life of the individuals and communities we serve.

## **OUR VISION**

A trusted leader inspiring hope through the advancement of health.

## **OUR VALUES**

### **People**

We are committed to excellence in serving and supporting our patients, our physicians, our guests and fellow team members.

We not only care for people, we care about them.

We will do everything in our power to ensure that all people are treated with respect, dignity, kindness and compassion.

We will listen intently to our customers and each other with open minds and with open hearts.

We will make a positive difference in the lives of the people we serve.

### **Quality**

We will never compromise on quality.

Our team will provide the highest quality of care and service in everything we do.

We will take responsibility for conserving time, money and resources.

We will be creative and versatile as a team in our solutions.

### **Community**

We are proud to serve the people of this community.

We will never lose sight of the fact that we are a community-owned organization.

We will demonstrate, in our words and actions, the highest level of commitment to each community we serve.

# We Care About Our Patients

## Treating Patients with Compassion and Dignity

Orlando Health Physician Associates is committed to excellence in serving and supporting our patients, their family and guests. We will do everything in our power to ensure that all people are treated with respect, dignity, kindness and compassion.

- We listen intently to our patients and each other with open minds and open hearts.
- We help our patients understand and exercise their rights, such as the right to privacy; to be free from discrimination; to make informed healthcare decisions and advance directives.
- We inform our patients and, when permission is given, their families and others about care, treatment and service options.
- We help our patients understand financial assistance available to them.

## Providing Quality Healthcare Services

*We will never compromise on quality. Our team will provide the highest quality of care and service in everything we do.*

At Orlando Health Physician Associates, we believe that quality and safety go hand in hand. We are dedicated to providing a healing environment that embraces quality care, promotes health and safety, and delivers the best possible patient experience. We take our commitment to patient safety seriously, by following proven best practices and processes that decrease harm to both our patients and our team members.

Orlando Health is repeatedly recognized for excellence in quality and safety, demonstrating our commitment to the highest level of care and service. We do this by comparing our service quality against national standards to identify ways to continually improve the quality of care we provide. We will continue to be creative and versatile as a team in our solutions.

**We provide the highest quality of care to all regardless of age, sex, race, color, national origin, or disability.**



## Patient Diversity

As a leading healthcare provider, Orlando Health Physician Associates is continually striving to incorporate multicultural and diversity awareness into our patient care — making each and every patient experience the best experience possible. Central Florida is home to a diverse cultural population, as well as visitors from around the world, which is reflected in our patient population. Our Culture and Language Resources Department is a valuable resource for providing culturally competent care for all of our patients and guests.

## Notice of Nondiscrimination

### *Discrimination is Against the Law*

Orlando Health Physician Associates complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. Orlando Health Physician Associates does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

#### **Orlando Health Physician Associates:**

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact the Orlando Health Physician Associates office where you will be receiving services, or call the Culture and Language Resources Office at 321.841.7375. Patients who use sign language please call TTY 1.800.955.8771 (English), TTY 1.877.955.8773 (Spanish), or TTY 1.877.955.8707 (French) to connect with the physician's office representative to inform them that you will be using our interpreter services during your visit/appointment.

If you believe that Orlando Health Physician Associates has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with the Orlando Health Compliance & Ethics department by mail at 1414 Kuhl Ave. Mail Point 29, Orlando, FL 32806, by telephone at 321.841.2335, by fax at 407.246.7083 or by email at [R-Compliance&Ethics@orlandohealth.com](mailto:R-Compliance&Ethics@orlandohealth.com).

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

#### **U.S. Department of Health and Human Services**

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1.800.368.1019, 1.800.537.7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

**We report  
and resolve  
any deviations,  
misconduct or  
conflicts.**

# We Support Our Team Members

## Compliance & Ethics Program

Our Compliance & Ethics Program (CEP) exists to assist us in complying with laws, regulations and policies. The program supports team members and other affiliates by providing education on these requirements while being a resource to consult and interpret corporate policy and compliance matters. Compliance & Ethics sustains the CEP by helping us fulfill our job responsibilities in an ethical and legal way.

Compliance & Ethics refers to Orlando Health's Corporate Compliance, Internal Audit, Privacy and Information Security teams collectively. The department is a great resource for any questions or concerns we have about our ethical responsibilities.

Orlando Health Physician Associates is committed to conducting its business in full compliance with all applicable laws, regulations and policies. When used in this document, "laws, regulations and policies" refer to:

- Federal, state and local laws and regulations
- Requirements such as the Centers for Medicare & Medicaid Services' Conditions of Participation
- Orlando Health Physician Associates corporate policies and procedures
- Orlando Health Physician Associates Code of Conduct
- Any other rules, regulations or requirements that may be applicable

## Workforce and Recruitment Diversity

We recognize our responsibility to develop a workforce that reflects the communities in which we serve. From the recruitment and hiring of our physicians and team members, to the identification and recruitment of our board members, Orlando Health Physician Associates promotes diversity by selecting the most qualified and skilled representatives to meet the needs of our culturally diverse and growing community. We know that by mirroring the diversity of our community, we are better able to relate effectively to our patients and families.





## Reporting Compliance Concerns

**Orlando Health Physician Associates Compliance Hotline** is a simple, confidential, risk-free method for us to report compliance concerns. Your concerns can be reported by calling **888.464.6747** or logging onto **OrlandoHealth.AlertLine.com**. The Compliance Hotline is available 24 hours a day, seven days a week and is managed and operated by an independent communications firm hired by Orlando Health to ensure the integrity and objectivity of compliance reporting. Calls and web reports are not recorded, and confidentiality is protected up to the limits of the law and to the greatest extent possible. We use the Hotline if we have exhausted other means of communication or are uncomfortable with disclosing our identity when reporting a concern. Some concerns should be referred to Human Resources. The charts below help us determine who to contact in certain situations.

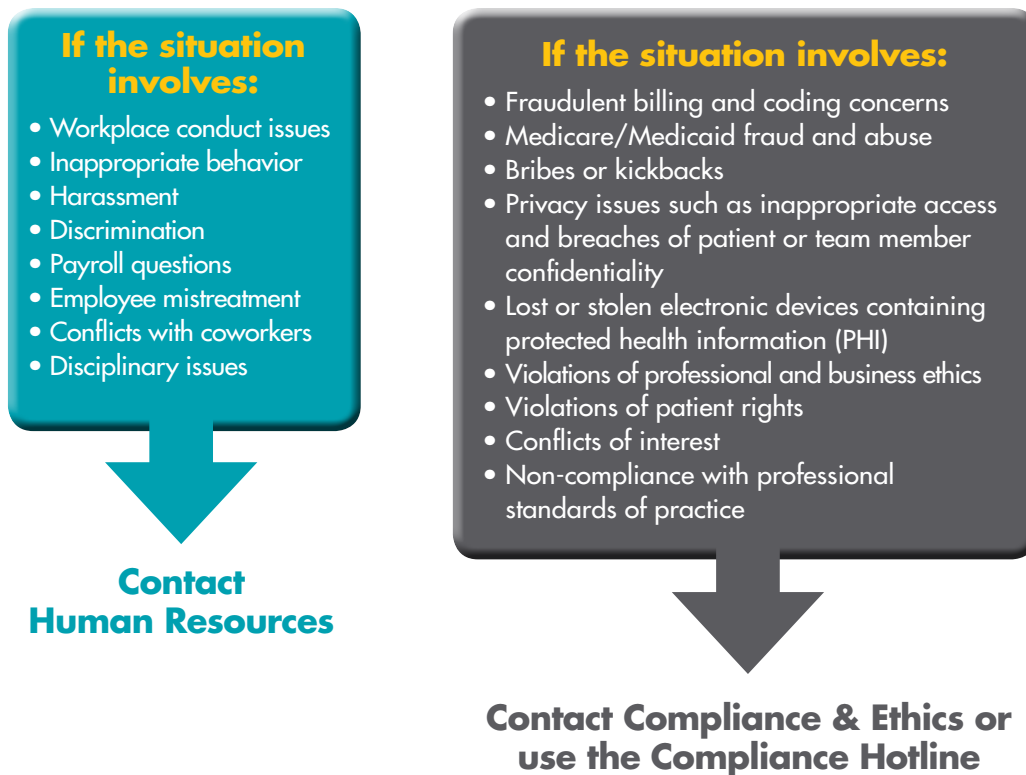
*We report concerns and suspected misconduct that could violate state or federal laws, Orlando Health Physician Associates policies or this Code of Conduct.*

Maintaining the high ethical standards of Orlando Health Physician Associates is everyone's responsibility. If we become aware of or suspect a situation that might jeopardize the ethical integrity of our organization, it is our obligation to report the circumstances.

### This means we:

- Report any suspicious activity in good faith
- Provide true and complete information
- Keep matters under investigation confidential, unless otherwise required or permitted by law

These duties apply to all of us, including team members, board members, providers, volunteers, students, community physicians, vendor representatives and independent contractors while carrying out their duties at or on behalf of Orlando Health Physician Associates.



We developed a **Three-Step Communication Process** to assist us with our responsibility to report possible violations of laws, regulations or policies.

1

Speak to your immediate supervisor.

2

Speak to the manager or director responsible in your area.

3

Contact the confidential Compliance Hotline at 888.464.6747 or [OrlandoHealth.AlertLine.com](http://OrlandoHealth.AlertLine.com).

## No Retaliation

Orlando Health Physician Associates resolves reports made in good faith in a discrete and professional manner. We do not tolerate any type of retaliation from anyone. If anyone feels that they have suffered retaliation as a result of reporting concerns in good faith, they are to contact Human Resources or make use of the Three-Step Communication Process.

## Workplace Conduct and Integrity

Orlando Health Physician Associates is dedicated to providing high-quality, skilled care in a courteous, professional and compliant environment. We are committed to fostering an atmosphere that promotes integrity, honesty and mutual respect. We encourage and foster a workplace where we are free to discuss any concerns we may have.

*We maintain a positive work environment that supports our values and policies.*

**This means we:**

Respect one another

- Support and observe a workplace free of alcohol, drugs and tobacco use
- Do not discriminate in employment opportunities or practices on the basis of race, color, national origin, age, disability, sex or any other status protected by law
- Do not tolerate intimidating, threatening, or harassing behavior, such as:
  - Offensive comments, jokes, disparaging language and slurs
  - Unwelcome sexual advances, including verbal or physical conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment

## We Are Committed to Our Community

Orlando Health Physician Associates maintains a rich tradition of serving the community and promoting its cultural diversity. In addition to the many services we provide, including health fairs, screenings and wellness activities, we are proud of our relationships with organizations in Central Florida that promote our commitment to cultural diversity and allow us to provide benefits beyond traditional healthcare programs. Orlando Health's Community Relations Department supports these numerous, diverse community affiliations and outreach programs.

### A Responsible Organization

Orlando Health Physician Associates is organized and operated to serve the healthcare needs of the community. We are one of the largest multi-specialty healthcare groups in Central Florida. This includes over a hundred doctors practicing Family Medicine, Internal Medicine, Pediatrics, Pediatric Gastroenterology, Obstetrics and Gynecology, Orthopedics and Podiatry. With locations all across Central Florida, Orlando Health Physician Associates prides itself on providing ethical, high quality, easy access to healthcare for families.

#### As a responsible organization, we:

- Avoid compensation arrangements in excess of fair market value
- Accurately report payments to appropriate taxing authorities and file all tax and information returns consistent with applicable laws
- Establish a business model that embraces accountability and considers it as a factor in our future viability



## Political Activity

As an organization, Orlando Health Physician Associates' political activities are limited by law.

### As individuals we:

- Are encouraged to participate in personal civic and political activities on our own time and at our own expense
- Do not engage in partisan political activity using Orlando Health Physician Associates organizational funds or resources (such as work time, paper, envelopes, secretarial time, postage or telephones)
- Do not seek reimbursement from Orlando Health Physician Associates for any personal contributions to political organizations or campaigns
- Do not attempt to influence the decision-making process of governmental bodies or officials by improperly offering any benefit

## Antitrust Commitment

Antitrust laws are designed to create a level playing field in the marketplace and to promote fair competition. We comply with applicable antitrust and similar laws that regulate competition. We do not discuss or make agreements with competitors regarding:

- Price or other terms for product sales
- Prices paid to suppliers or providers
- Dividing up customers or geographic markets
- Joint action to boycott or coerce certain customers, suppliers or providers

We are affiliated with numerous trade and professional associations. These affiliations promote the sharing of information; however, it is not always appropriate to share business information with these associations and their members.

- We engage in marketing and advertising activities to educate the public, provide information to the community, increase awareness of our services and recruit employees.
- We present only truthful, informative and non-deceptive information in our materials and announcements.

***We seek advice from Compliance & Ethics and the Legal Department when confronted with business decisions involving a potential violation of antitrust laws.***

## Safeguarding Our Environment

Orlando Health Physician Associates is committed to providing a safe and secure environment for everyone. To accomplish this, we comply with established safety and infection control laws and regulations, which are intended to prevent job-related hazards.

- We are consistent with ergonomic standards and maintain a safe work environment.
- We are respectful of the environment and conserve natural resources.
- We exercise our policies and procedures with regard to the environment and use Orlando Health Physician Associates' buildings, property and medical products in accordance with federal, state and accreditation standards.
- We comply with permit requirements that allow for the safe discharge of pollutants into the air, sewage systems, water or land.
- We comply with all laws and regulations governing the handling, storage, use and disposal of hazardous materials, infectious wastes and other pollutants.

## We Protect Sensitive Information

### Confidentiality of Patient Information



We all play a role in protecting the confidentiality of patient information. To prevent unauthorized disclosures, we do not access confidential patient information or share it with anyone unless there is a legitimate business purpose. We safeguard patient information and protect the privacy of patient medical records according to federal, state and accreditation requirements. We do not take Protected Health Information (PHI) home or transport PHI without proper approval from management.

To avoid disclosures of PHI to unauthorized individuals, we must safeguard all communications. Examples of communications include faxes, emails and conversations on the telephone or in public areas. We exercise caution when opening attachments, links, or providing credentials to or from external or unrecognized sources.

Orlando Health Physician Associates does not tolerate inappropriate, intentional access and/or disclosure of patient information by team members.

### Information Security

Information security refers to safeguarding confidential and sensitive information from damage, loss, unauthorized access or unauthorized modification. We maintain and safeguard all types of information, including, but not limited to, email communication, patient data, payroll records, personnel files, access codes and passwords to prevent unauthorized disclosures. We do not download software onto our computers without obtaining permission from Information Services.

**Q:** I'm on my break and want to do some shopping online. Can I use my Orlando Health Physician Associates computer to surf the web?

**A:** No. Websites can be infected with viruses that could infect your computer and compromise information, including protected patient information.

It is **OK** to access a patient's record when we are:

- Providing medical care to the patient
- Providing ancillary services to the patient (e.g., billing, coding, scheduling or registration)

It is **NOT OK** to access a patient's record when we are:

- Curious about a patient's condition
- Checking on a family member or friend's condition

**Q:** My daughter is being treated in the office I work at. Can I use an electronic medical record system to check up on her test results?

**A:** No. You cannot access your child's medical record using an electronic medical record system, unless you have a legal "need-to-know." Accessing her medical records would be a violation of HIPAA.

**Q:** During my shift today, my neighbor came into my office for an appointment. Can I tell our other neighbors about his condition?

**A:** No. Unless you have permission from the patient, you are not allowed to disclose any protected information.

It is appropriate to disclose a patient's record to:

- A team member providing care to the patient (treatment)
- The insurance company of the patient in order to receive payment for care provided (payment)
- A Department Chair for quality assessment and improvement activities (operations)

**Q:** I was recently diagnosed with cancer and I have not shared this information with anyone, but I'm concerned that my coworker has been accessing my records. She seems to know a lot about my diagnosis. What should I do?

**A:** Report your concern using the Three-Step Communication Process. Do not conduct your own investigation.

## Social Media

Social media provides unique opportunities to participate in interactive discussions and share information using a variety of platforms, such as Facebook, LinkedIn, Twitter, YouTube, Instagram, Snapchat, Pinterest, blogs, forums and posted comments. We recognize that all information, comments and opinions placed on social media sites and blogs can shape the way the public views our delivery of care and treatment to patients, our team members and vendors.

We are committed to ensuring that the use of such communications serves the needs of our business by maintaining Orlando Health Physician Associates' identity, integrity and reputation in a manner consistent with our corporate and brand strategies. When participating on social media please keep in mind:

- Posting of any confidential or proprietary information is prohibited.
- Posting material that is discriminatory, obscene, or defamatory is prohibited, whether the subject is the organization, fellow team members, colleagues, business partners, competitors or patients.
- If you mention Orlando Health Physician Associates, or your connection to Orlando Health Physician Associates is apparent, make it clear that you are speaking on your own behalf.

For more information on the established rules and guidelines, please refer to corporate policy.



## Media Relations

To protect patient and team member privacy, we coordinate all requests from the media for interviews with team members, medical staff members or employees of contracted services through Media Relations.

If we receive an inquiry from the news media, including requests for information about a patient's condition, we immediately contact Media Relations. There is an on-call Media Relations representative available 24 hours a day, seven days a week: **call 321.841.5111 and ask for the on-call media relations manager.**



## Team Member and Human Resources Information

We maintain team member salary, payroll, benefits, disciplinary records and other personal information in a confidential manner. We exercise care and reasonable judgment to protect unnecessary disclosures of such information.

## Proprietary Information

Just as we protect patient and team member information, we also protect Orlando Health Physician Associates proprietary information.

**Therefore we:**

- Safeguard information technology and proprietary electronic information, and protect it from improper use and access
- Guard our assets and the assets of others entrusted to Orlando Health Physician Associates, including physical and intellectual property, and protect sensitive information against loss, theft or misuse
- Use Orlando Health Physician Associates property appropriately and take measures to prevent any unexpected loss of equipment, supplies, materials or services
- Adhere to established policies regarding approval for disposing of Orlando Health Physician Associates assets and data

**Q:** My brother-in-law sells medical equipment. Am I allowed to tell him how much Orlando Health Physician Associates pays for similar products so that he can prepare a competing bid?

**A:** No. Pursuant to corporate policy, we do not use Orlando Health Physician Associates information for personal benefit or personal business purposes.

## Intellectual Property

Orlando Health Physician Associates follows laws regarding intellectual property, including patents, trademarks, marketing, copyrights and software. We comply with the law in all our internal and external activities.

**As a result, we:**

- Do not make, acquire, use, distribute or reproduce intellectual property
- Follow all copyright laws of the United States, even if the work does not carry the copyright symbol
- Do not reproduce documents for distribution outside of Orlando Health Physician Associates unless we have the appropriate permission from management and the copyright holder

## Search Warrants, Subpoenas, and Government Inspections and Investigations

Orlando Health Physician Associates has established policies and procedures to help us handle search warrants, subpoenas, government inspections and investigations. If we receive an inquiry such as a search warrant, subpoena or investigation, we will immediately contact Risk Management and Compliance & Ethics to determine next steps.



## Record Keeping

Orlando Health Physician Associates produces a large number of records and documents. Some examples include:

- Patient medical records
- Financial records
- Email communications
- Transitory messages
- Presentations
- Diagnostic images, e.g., X-rays
- Vital records
- Company business records

### Some rules we follow about documentation include:

- We do not falsify facts or make false records.
- We do not sign someone else's name on any document.
- We do not document records as someone else.
- We only create records that are necessary and required.
- We only give records and information to people who have a legal need to know.
- We preserve patient and team member security, confidentiality and privacy.

## Record Retention and Destruction

We follow the guidelines established in corporate policies and procedures regarding the proper storage and destruction of records. Some of those guidelines are:

- All records are kept for the legally required timeframe.
- After the time requirement has been met, it is important to destroy the records in a timely and appropriate manner in accordance with corporate policy.
- Records to be disposed of that contain patient, financial or other confidential information must be discarded in a designated shred bin. Under no circumstances should these documents be thrown in the trash.

# We Value Ethical Business Practices

## Fraud, Waste and Abuse

Orlando Health Physician Associates has adopted policies and procedures to prevent, detect, deter and correct fraud, waste and abuse in accordance with federal and state laws. Various federal and state laws, such as the Federal False Claims Act and the Florida False Claims Act, prohibit false claims and other fraudulent activity. Violations of these laws can result in civil actions and penalties. Other laws and regulations governing the integrity of the Medicare and Medicaid programs are in place to reduce fraud, waste and abuse. Our policies are available through the Orlando Health Physician Associates intranet.

If we know or suspect activity of this nature, we report it immediately using the *Three-Step Communication Process*. If we are uncertain whether an activity is fraudulent, we contact Compliance & Ethics for guidance.

Individuals who lawfully report false claims or other fraudulent conduct, or who otherwise assist in an investigation, action or testimony, are protected from retaliation under federal and state laws and corporate policy. We do not discriminate or retaliate against any whistleblower who files, in good faith, a civil action for false claims or participates in an Orlando Health Physician Associates investigation.

### We do not:

- Forge patient billing-related items
- Bill for services or supplies that are not rendered medically necessary, nor documented
- Misrepresent a diagnosis or procedure code in order to obtain a higher payment
- Alter or forge checks
- Mishandle or improperly report financial transactions
- Falsify or alter any record or report, such as an employment application, payroll or time record, expense account, cost report, patient medical record or data collection record
- Destroy any information considered part of the patient medical record

**The Federal False Claims Act makes it a crime for any person or organization to knowingly make or file a false claim for payment from the federal government.**

### *We accurately and legally code and bill the government, third party payors and patients.*

We are committed to full compliance with federal healthcare program requirements, including preparing and submitting accurate claims consistent with such requirements. Our processes assist us with monitoring and verifying that claims are coded and submitted accurately and appropriately. Strict federal and state laws and regulations govern third-party billing of our insured patients.



## Internal Investigations and Requests for Information

We promptly and thoroughly investigate all reports of illegal activity or violations of our Code of Conduct and corporate policy. We cooperate fully with these investigations. We do not act in any way to prevent, hinder or delay the discovery and full investigation of these matters.

## Criminal Conduct

Orlando Health Physician Associates does not tolerate or condone criminal activity. If we suspect possible criminal activity, we report it immediately using the Three-Step Communication Process.

We report instances of criminal or illegal activity that present an immediate risk to the safety of any person to the local police.

We understand that any team member found to be involved in criminal conduct will be disciplined in accordance with corporate policy. Disciplinary action will be appropriate for the offense committed, up to and including termination.

**While fully cooperating with all investigations, we still protect the legal rights of Orlando Health Physician Associates and our team members.**



## Screening of Covered Persons

We do not knowingly contract with, employ or bill for services rendered by an individual or entity that is excluded or ineligible to participate in federal healthcare programs, suspended or debarred from federal government contracts, or has been convicted of a criminal offense related to the provision of healthcare items or services.

On a prescribed schedule, Orlando Health Physician Associates confirms that all covered persons performing functions or services on Orlando Health Physician Associates' behalf are verified against the government's exclusion lists to ensure that we are not employing or conducting business with excluded persons or entities.

**Q:** Who is included in the definition of "covered person"?

**A:** Covered persons include, but are not limited to, employees of Orlando Health Physician Associates, board members, medical staff members, providers, allied health professionals, students, vendors, independent contractors and individuals doing business on behalf of the organization.

## Financial Relationships

*We carefully review financial relationships for compliance with the Anti-Kickback Statute and Stark Law.*

We must not attempt to gain any advantage or encourage favors with improper payments, business courtesies or other inducements. We do not offer any improper inducements or favors to patients, providers or others to encourage the referral of patients to our clinics or to use a particular product or service. We will not solicit gifts or favors in exchange for influence or assistance in a transaction when conducting business with an individual or entity, including vendors.

Business arrangements with physicians must be pursuant to signed, written contracts and appropriately structured to comply with legal requirements. All transactions with physicians require review and approval by the appropriate Orlando Health Physician Associates leader for the contracting Orlando Health Physician Associates entity and approval as to form by the Legal Department and, in some arrangements, Compliance & Ethics in accordance with the Orlando Health Physician Associates physician transaction policies.

All Orlando Health Physician Associates team members who interact with physicians, particularly those in a position to approve financial arrangements with physicians or process payments to physicians, must be aware of the legal requirements and Orlando Health Physician Associates policies that address relationships between Orlando Health Physician Associates entities and physicians.

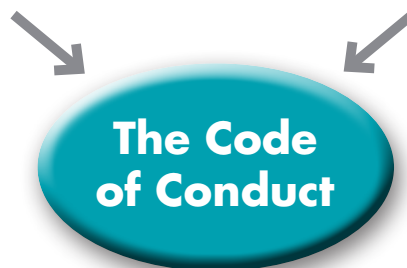
## Business Inducements

A business inducement is an economic advantage or benefit given to an individual or entity based on their position or relationship to Orlando Health Physician Associates. To prevent engaging in business inducements, our policies include the following:

- We accept patient referrals based solely on the patient's clinical needs and our ability to render the needed services.
- We do not ask for or receive anything of value, directly or indirectly, in exchange for the referral of patients.
- We do not pay or offer to pay anyone — employees, physicians or vendors — for the referral of patients.
- We do not accept payment for referrals that Orlando Health Physician Associates makes.
- We do not provide “professional courtesy” discounts to members of the medical staff or their families.
- We do not allow medical charges owed by an affiliated physician to be waived, in whole or in part.

**“I can't find a policy to address an issue that recently came up in my office. Where else can I look for answers?”**

**“I found a policy related to my question, but I'm not sure if it agrees with the Code of Conduct. Which one should I follow?”**



## Competitors and Vendors

Team members will not be employed by, act as a consultant to or have an independent business relationship with any of Orlando Health Physician Associates' vendors or third-party payors unless prior approval is obtained from the chief compliance & ethics officer and the Executive Cabinet. Further, management and executive team members will not be employed by, act as a consultant to or have an independent business relationship with any entity that provides goods or services that are substantially similar to those that Orlando Health or Orlando Health Physician Associates provides or is considering making available.

Team members will not invest in a vendor, payor, provider, supplier or competitor above the limits established in corporate policy unless we first obtain written permission from the Executive Cabinet through the chief compliance & ethics officer.



## Contracting and Business Relations

- All contract negotiations, contracts and business relations must be consistent with laws, regulations and policies.
- Contracts must be in writing and signed by the appropriate individual in accordance with organizational policy.
- Contracts identified with potential conflicts of interest are reviewed by the chief compliance & ethics officer.
- Information about Orlando Health Physician Associates business activities, including strategy, prices, costs, finances and similar matters, is private and confidential.
- Orlando Health Physician Associates does not enter into any agreement that is a refusal to deal with another organization or could impair the business of Orlando Health Physician Associates or the other organization.



## Vendor and Product Selection

We:

- Select vendors using objective measures
- Afford all vendors who meet these standards equal opportunity to present their products and services
- Do not give or receive any form of payment, kickback or bribe to induce the referral or the purchase of any product or service
- Select the product or service that best meets the needs of our patients and Orlando Health Physician Associates

## Gifts and Business Courtesies

All gifts or business courtesies (including business meals and entertainment) offered, received or exchanged with non-Orlando Health Physician Associates entities and persons must meet the requirements as established in corporate policy. If we are unclear whether a specific offer or exchange is prohibited by policy, we contact management and Compliance & Ethics for further guidance.

### We do not:

- Solicit gifts
- Allow gifts to improperly influence relationships, business outcomes or decision-making, or promote the appearance thereof
- Use gifts for the purpose of inducing, securing, or rewarding the referral of a patient or the ordering of a service or supply
- Give or receive gifts from patients, families or representatives
- Give or accept cash or any cash equivalents (e.g., checks, gift cards, gift certificates, vouchers, loans, stock investments) to or from any patient or non-Orlando Health Physician Associates person or entity
- Allow vendors to pay for travel or lodging expenses

**IMPORTANT**



**We do not accept gifts or business courtesies at any time during active negotiations or throughout the Request for Information/Request for Proposal process with a potential vendor.**

**Q:** My patient's father gave me a \$25 gift card. Can I keep it?

**A:** No. Orlando Health Physician Associates policy prohibits team members from accepting cash and cash equivalents. One reason for this policy is to ensure that all patients are given the same level of care.

**Q:** My office would like to host a holiday party. Is it acceptable?

**A:** Yes. Team members can pay for the costs of social events as long as the team members are not acting on behalf of Orlando Health Physician Associates. The cost of these private social events cannot be a business expense for tax purposes, and team members will not charge Orlando Health Physician Associates or otherwise receive reimbursement from Orlando Health Physician Associates to cover this expense.

## Workshops, Seminars and Training Sessions

We are required to obtain management approval before accepting a vendor's offer to conduct or fund training sessions or product knowledge classes. If invited to attend a conference, seminar, workshop or other similar function sponsored by a third-party, we must first seek management approval. Management then consults the director responsible for the area when determining whether to accept such an offer.

**Generally, if approved, vendors are only allowed to pay for the registration fees.**

**Q:** A medical device company invited me to speak at a national conference about a product that Orlando Health Physician Associates is using. The vendor offered to pay the cost of the conference, travel and lodging for three days. Is this acceptable?

**A:** No. Orlando Health Physician Associates policy sets the guidelines for our team member's involvement:

- The team member cannot accept payment from the vendor for their plane ticket to the conference.
- The team member cannot accept payment from the vendor for the cost of the hotel.

## Conflict of Interest

Our corporate policy sets forth standards of conduct expected by Orlando Health Physician Associates with regard to conflicts of interest. We act in the best interest of Orlando Health Physician Associates and carry out our duties with total objectivity.

In our dealings with and on behalf of the organization, we hold ourselves to a strict rule of honest and fair dealing and conduct ourselves in accordance with laws, regulations, policies and employment agreements when applicable.

We do not use our positions, or knowledge gained as a result, in any manner that creates a conflict between the interest of Orlando Health Physician Associates and ourselves.

### Here are some examples of potential conflicts of interest:

- Direct reporting relationship between family members
- Using Orlando Health Physician Associates property, information or resources for non-Orlando Health Physician Associates purposes
- Holding outside jobs or positions that distract from our work at Orlando Health Physician Associates
- Making business decisions that could benefit family or friends
- Having a financial or ownership interest in an entity that competes with Orlando Health Physician Associates
- Having financial relationships that could appear to influence the independence of patient care decisions
- Issuing testimonials, endorsing or promoting a vendor, payor, provider, product or service

**A conflict of interest refers to a situation in which financial or other personal considerations may compromise, or have the appearance of compromising, an individual's ability to make objective decisions in the course of the individual's job responsibilities.**

**Q:** What should I do if I see a potential conflict of interest or have a question about conflicts of interest?

**A:** Speak with your manager or immediate supervisor, or reach out to Compliance & Ethics for guidance.

# Protection of Assets

## Financial Reporting

Financial statements aid in business management and are important in meeting our obligations to our patients, team members, suppliers and creditors. We are committed to providing accurate financial statements as they are essential in complying with tax and financial reporting requirements.



### This means we:

- Utilize generally accepted accounting principles to maintain and report accurate financial statements
- Maintain a financial reporting system that provides timely, accurate and comprehensive disclosures
- Promptly report concerns involving accounting, financial reporting, use of assets and internal controls to the chief compliance & ethics officer
- Record all transactions, payments and receipts timely, accurately and in a consistent manner
- Do not create false or misleading entries in any financial record
- Do not take any action to fraudulently influence, coerce, manipulate, mislead or obstruct any auditor engaged in an audit for the purpose of misrepresenting the organization's financial condition

## Use of Company Assets

We only use company assets for Orlando Health Physician Associates business purposes, not for personal gain or benefit. Some examples of company assets are:

- Equipment
- Funds
- Team member time
- Inventory
- Software
- Business strategies and data (financial, patient or otherwise)
- Supplies

If we have any questions about how to use company assets, we should speak with our manager first. If we suspect any loss, misuse, waste or abuse of company assets, we report it to Compliance & Ethics.



## Travel and Entertainment

Orlando Health Physician Associates funds travel, entertainment and business-related expenses in accordance with corporate policy.

Travel and entertainment must be consistent with our job responsibilities and support the interests of the organization. We exercise reasonable judgment when utilizing company resources to fund travel and entertainment expenses. We do not ask Orlando Health Physician Associates to reimburse us for personal expenses incurred during travel and entertainment.



---

***Maintaining the Highest Standards of Ethical Excellence***

---

If you have any questions regarding  
the Code of Conduct, please contact  
Compliance & Ethics:

**321.841.2335**

**[R-Compliance&Ethics@OrlandoHealth.com](mailto:R-Compliance&Ethics@OrlandoHealth.com)**

Contact the confidential Compliance  
Hotline to anonymously report any  
compliance concerns:

**888.464.6747**

**[OrlandoHealth.AlertLine.com](http://OrlandoHealth.AlertLine.com)**

**ORLANDO**  
**HEALTH<sup>®</sup>**

---

**Physician Associates**

77 Underwood St., 5th Floor  
Orlando, FL 32806

connect to **health**



[OrlandoHealth.com/PhysicianAssociates](http://OrlandoHealth.com/PhysicianAssociates)