

Ascension Compliance Tip Sheet

What are My Responsibilities?

You are responsible for:

- upholding the Ascension Standards of Conduct by following legal and ethical business practices
- serving as a role model for our Mission, Vision, and Values by carrying out your responsibilities with integrity
- recognizing and reporting compliance concerns
- working with Ascension Compliance to investigate and respond to compliance concerns
- protecting the privacy and security of Ascension information, including protected health information and other confidential data

Privacy & Information Security

Many laws protect Ascension information. Actions you can take to protect Ascension information include:

- only access protected health information (PHI) in order to do your job
- use your Ascension email address to conduct Ascension business; encrypt emails using **-secure-** or **-phi-** in the subject line
- use strong passwords and do not share your login information with anyone
- dispose of confidential information properly (e.g., shred paper, contact AT for device disposal)
- be careful of spam emails or attachments and report any issues to AT

Where Do I Report Concerns or Ask for Help or Guidance?

- Your supervisor or manager
- Higher level manager if appropriate
- Ministry/Entity Compliance Contact
- Human Resources for HR related issues
- Values Line (available 24/7 & you can remain anonymous)
 - 800.707.2198
 - [ascensionvaluesline.org](https://www.ascensionvaluesline.org)

What are Compliance Concerns?

- Suspected or known violations of the Ascension Standards of Conduct and legal or ethical business practices
- Fraud, waste, and abuse issues
- Conflicts of Interest
- HIPAA violations or other privacy concerns or violations

Non-Retaliation Policy

Ascension has a non-retaliation policy which means that no action will be taken against you for reporting a suspected violation in good faith or for participating in any investigation. You are also protected under federal and state law from retaliation.

Conflicts of Interest

You must act in the best interest of Ascension. Depending on your role, you may be required to annually disclose potential conflicts of interest in accordance with Ascension policy.