



# HOME BOUND HEALTHCARE

CARING FOR YOUR HEALTH NEEDS IN THE COMFORT OF YOUR HOME

PH: 708-798-0800 800-444-7028 FAX: 708-798-0870 [WWW.HOMEBOUNDHEALTH.COM](http://WWW.HOMEBOUNDHEALTH.COM)

Dear Patients, Families, Employees, Affiliates, and Friends:

We would like to take the opportunity to update you regarding our voluntary Corporate Compliance Program, established one year ago in May 2010. The institution of this program has been a very large undertaking, but also a very exciting one. It has really helped to set us apart from our competition, kept us on track for continued growth, and ensured that we are providing our patients with the highest degree of quality care that we can offer! All of our staff are active supporters and participants in this program, to the greatest degree possible, and everyone's involvement makes a difference in the quality of our care.

The initial creation of the Compliance Program began the first step in promoting higher ethical standards and lawful conduct of Home Bound Healthcare. Continuing the Program's mission includes ensuring compliance with the Office of Inspector General, rooting out and stopping any fraud or corrupt employees, referral sources, and business associates, uncovering violations and taking steps to protect Home Bound and mitigate punishment if violations are found, complete compliance with the False Claims Act, Anti-Kickback Statute and Stark Laws.

Amanda Maurer has been appointed to the position of Corporate Compliance Officer. She is responsible for overseeing and managing compliance issues within Home Bound Healthcare through the operating and monitoring of the Corporate Compliance Program. This includes, but is not limited to:

- Ensuring that written policies, procedures and standards of conduct are developed and maintained;
- Ensuring that all employees are knowledgeable and compliant with internal policies and procedures, including effective employee training and educational programs;
- Developing and implementing internal controls, policies and procedures to assure compliance with applicable local, state and federal laws and regulations and third party guidelines. This includes establishing effective lines of communication, overseeing internal monitoring and auditing activities and communicating enforcement standards via disciplinary guidelines;
- Managing audits and investigations of regulatory and compliance issues, including promptly responding to identified concerns and complaints;



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- Assisting in the development and implementation of corrective internal actions when areas of non-compliance are identified;
- Coordinating all functions of the Corporate Compliance Committee; and
- Continually reviewing, assessing and modifying all aspects of the Corporate Compliance Program to maintain ongoing effectiveness and overall corporate compliance, including establishing a combination of internal and external monitoring processes.

Amanda Maurer reports directly to the Governing Body of Home Bound Healthcare. We are pleased to have her in this very important position. She has the full cooperation of our staff in this endeavor, as well as complete access to all records, documents, etc. that she deems necessary to properly complete her job functions.

Ms. Maurer heads the Corporate Compliance Committee, which includes individuals from all disciplines – Nursing, Physical Therapy, Occupational Therapy, Speech Therapy, Home Health Aides, Medical Social Services, Administration, Marketing, Information Technology (IT), Accounting, and Billing.

We are committed to taking continual steps to improve our programs and processes, to ensure that we are at all times striving toward our ultimate goal: Our mission to provide the highest quality of health care essential to the improvement of our patients' total physical, emotional, and mental condition.

- The Governing Body