
PATIENT GIFTS, FINANCIAL ABUSE RULES AND GUIDELINES

PURPOSE:

1. To establish regulations for employees caring for Patients at (GGHHC)
2. To establish rules concerning employee gifts, taking money, signing, receiving, or endorsing personal checks from Patients, Patient, and or their family members.
3. To provide direction for staff when interacting with Patients and their families.
4. To minimize interruption of Patient care and staff productivity.
5. Ensure that all Patient contact is consistent with the GGHHC patient care mission.

DEFINITIONS:

Patient: Any person or their immediate family receiving any form of service(s) from GGHHC.

POLICY: All Patients including their immediate families that are actively receiving in-home care services will do so in accordance with GGHHC policy. Employees shall interact with Patients and their families in a manner that meets ethical standards, avoids conflicts of interest, protects Patient confidentiality, does not interfere with the process of Patient care, and encourages the appropriate home care services of the primary Patient at their residence. It is the responsibility of all staff to monitor and ensure that they are compliant with this policy.

GIFTS FROM PATIENTS AND FAMILIES: Gifts to Individuals: GGHHC Policy strictly prohibits employees and staff from receiving any gift(s) which may improperly influence employees in the conduct of their home care services and responsibilities in furtherance of this policy, Patients and their families are prohibited from giving gifts of any kind to GGHHC employees or staff.

This includes meals, food, gifts, and entertainment.

1. Employees and staff are not allowed to have meals paid for by Patients and or their families.
2. Employees and staff are not allowed to receive gifts, including money, gift cards, travel vouchers, personal checks, pens, books, notepads, trinkets, and other items from Patients and their families.

DISCLOSURE: ALL EMPLOYEES AND STAFF ARE REQUIRED TO DISCLOSE TO THE IMMEDIATE SUPERVISOR ALL DONATIONS, GIFTS, GRATUITIES, AND OTHER GIFTS OFFERED BY PATIENTS AND OR THEIR FAMILIES TO ASSURE COMPLIANCE WITH THIS POLICY.

PROMOTIONAL MATERIALS: Employees and staff are not permitted to distribute, post, or leave any non-GCS printed or handwritten materials, advertisements, signs, or other such promotional materials anywhere in the patient's residence or other premises. Moreover, unsolicited educational, promotional, or informational materials may not be given to Patients and their Families unless explicitly requested. All requested promotional materials must approved before dissemination to Patients and or their Families by the President of the company.

PATIENT FINANCIAL INSTRUMENTS/FIDUCIARY ROLE: Employees and staff are not permitted at any time during services to Patient and their families to offer, accept, receive, and enter into any fiduciary role (Power of Attorney, Guardian, Receivership, Trustee, and Administrator) or any other non-home caregiver role. Employees and staff are not permitted at any time during services to the Patient and their family to offer, accept, receive, take, sign, endorse, cash, and or convert for personal use any local, state, federal, or other personal check(s) for made payable to Patients and it Families during or after services.

NONCOMPLIANCE:

1. Employees and staff shall report noncompliance with these policies to their manager and to the President.
2. Management will take action when violations are reported or uncovered; Supervisors are responsible for enforcing these policies within their departments. Actions taken when employees and staff do not comply with these policies can include any of the following actions.
 - (a) Employees and staff may be terminated and or suspended without further notice and or pay.
 - (b) Employees and staff who violate **Section (B) Financial /Fiduciary Rules** may face criminal prosecution in addition to being immediately terminated.
 - (c) Patient and their Families notified will be notified of any violations of this policy.
 - (d) The patient and their family may face termination of service and restriction of future business.