



THE UNIVERSITY OF PENNSYLVANIA AND UNIVERSITY OF PENNSYLVANIA HEALTH SYSTEM

# 215-P-COMPLY

## CONFIDENTIAL REPORTING AND HELP LINE



A resource for reporting concerns and finding answers to compliance questions  
**215-P-COMPLY** [www.upenn.edu/215pcomply](http://www.upenn.edu/215pcomply)



## THE OFFICE OF INSTITUTIONAL COMPLIANCE IS HERE FOR YOU

At Penn, University and Health System employees are expected to maintain the highest ethical standards and abide by all legal requirements, policies and procedures. Penn has many resources to help you understand what is expected and to support you in raising and addressing compliance concerns. One of these resources is Penn's Office of Institutional Compliance (OIC).

The OIC staff is available to assist University and Health System employees and others with any concern or question about policies, procedures or legal requirements. As a member of the Penn community, you are encouraged to contact OIC if you suspect violations of policies or legal requirements. OIC will look into the matter and/or refer it to an appropriate office. Penn policy prohibits retaliation against employees reporting concerns in good faith.

## NEED HELP? CONTACT 215-P-COMPLY

### CALL US

One easy way to contact OIC is by calling the 215-P-COMPLY line, a reporting and help line that is administered by OIC. The phone line is answered by OIC staff between the hours of 8 a.m. and 5 p.m., Monday through Friday. You can also leave a recorded message during non-business hours. The phone line does not have a caller identification feature or a \*69 feature, so callers may remain anonymous.

### WRITE TO US

In addition to the 215-P-COMPLY phone line, you can file reports via the web, 24-hours a day. To access the web site, log onto [www.upenn.edu/215pcomply](http://www.upenn.edu/215pcomply). This web site is powered by Ethics Point, a vendor that provides software to allow an individual to file a report via the web. Once you log onto the web site, you will be prompted to fill out specific information. You may also choose to remain anonymous when filing a web report.

If you wish to report a concern anonymously through the 215-P-COMPLY phone line or the web, you will be given a password. This password will allow you to contact the 215-P-COMPLY line at a later date and continue to communicate anonymously with OIC.

You may also identify who you are when filing reports using the phone line or web, but request confidentiality about your identity as the inquiry goes forward. If you request confidentiality, your identity will be protected within legal limits, to the extent practicable, and to the extent that continued protection does not interfere with Penn's ability to investigate allegations of misconduct and to take corrective action. Depending on the nature of the allegations raised (e.g., unlawful discrimination), in order to conduct a fair and complete investigation, the full details of the allegations, including your identity, may be shared.

## OTHER COMPLIANCE RESOURCES

The 215-P-COMPLY line is not the only resource available to University and Health System employees for reporting concerns. The following offices are some of the available resources for all Penn employees who have a concern or issue to report:

### UNIVERSITY COMPLIANCE CONTACTS

ORGANIZATION	COMPLIANCE CONCERNS	TELEPHONE NUMBER
Affirmative Action	Disability or Religious Accommodations; Equal Opportunity; Affirmative Action; Discrimination; Harassment; Title IX	215-898-6993
Athletics	NCAA; Intercollegiate Rules and Regulations	215-898-6121
Audit, Compliance and Privacy	Compliance & Privacy (including HIPAA); Misuse of Funds	215-P-COMPLY
Comptroller	Tax; Payroll	215-898-6301
Environmental Health and Radiation Safety	Environmental and Occupational Safety; Radiation Safety; Hazardous Materials	215-898-4453
Facilities Operations	Building Codes	215-898-7208
General Counsel	Legal; Compliance	215-746-5200
Human Resources	Human Resources Policies and Programs	215-898-7281
International Programs	Study Abroad, Immigrations Compliance; SEVIS	215-898-9073
Ombudsman	Academic and Workplace Disputes; Procedural Fairness	215-898-8261
Provost	Concerns by Faculty	215-898-7227
Public Safety	Safety and Security; Crime Reporting; Fire Safety	215-898-7515
Student Financial Services	Higher Education Act	215-898-6784
Registrar	FERPA	215-898-6636
Risk Management	Worker's Compensation; Misuse of Property; Event Reporting	215-898-2720
Treasurer	Banking; Cash Receipts; Credit Cards	215-898-9844
Vice Provost for Research:		
IACUC/ULAR	Animal Research	215-746-5624
Institutional Biosafety Committee	Recombinant DNA; Biological Agent Research	215-898-6236
IRB	Human Subject Research	215-898-2614
ORS	Sponsored Project Research	215-898-7293
Research Compliance	COI; Research Misconduct	215-898-7236
Vice Provost for University Life	FERPA; HIPAA; Diversity Issues; Crisis Intervention; Facilities and Operations; Mental Health; Community Outreach	215-898-6081

### HEALTH SYSTEM COMPLIANCE CONTACTS

ORGANIZATION	COMPLIANCE CONCERNS	TELEPHONE NUMBER
Audit, Compliance and Privacy	Compliance and Privacy (including HIPAA); Misuse of Funds	215-P-COMPLY
Billing Compliance & Review Services:	Medical Billing Compliance	
Coding & Information		215-349-5423
Confidential Reporting		215-349-5422
Clinical Effectiveness & Quality Improvement:	Regulatory Compliance	
HUP		215-662-2699
PAH		215-829-6511
PPMC		215-662-9337
Corporate Recruitment	Immigration Compliance	215-662-3608
Finance	Tax; Payroll	267-414-2344
General Counsel	Legal; Compliance	215-746-5200
Human Resources	Human Resources Policies and Programs; Affirmative Action	215-615-4492
Human Resources Information Systems	Employee Records	215-615-2638
Information Technology and Security	Information Technology & Security	215-615-0643
Patient Affairs	Patient Concerns and Complaints	215-615-4119
Risk Management	Event Reporting	215-746-5303
Safety and Emergency Management	Safety; Fire Safety; Hazardous Materials; Emergency Management	215-662-3642
Security:	Safety & Security	
HUP		215-662-2677
PAH		215-829-3434
PPMC		215-662-8085
SOM		215-898-0196



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