

OUACHITA BEHAVIORAL HEALTH AND WELLNESS, INC.
125 Wellness Way
Hot Springs, Arkansas 71913

SUBJECT: CODE OF ETHICS

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PURPOSE:

To assure that all employees and contractors with the Corporation adhere to a standard code of ethics.

POLICY:

All Corporation personnel, including students and volunteers, are committed to a belief in the dignity and worth of the individual human being. They shall maintain integrity with respect to their duties and demonstrate honesty and integrity in all interactions with fellow staff, providers, consumers and other stakeholders. Staff shall not utilize their position with the agency in such a fashion that would lead to personal financial gain or abuse the boundaries of their authority with providers. All Staff have a duty to report unethical or illegal activities to the appropriate personnel

All individuals employed by Ouachita Behavioral Health and Wellness, Inc. who are under the umbrella of a regulatory or licensing body shall abide by the Code/Principles of Ethics of that organization/profession. In addition, all Corporation personnel agree that a body of principles which provides a framework for decision-making is an integral part of the organization. It is also important to ensure that ethical behavior and integrity permeate all business and financial dealings of the organization, including relationships to contract providers, other health care providers, educational institutions, and payers.

Corporate personnel, contractors, and members of the board of directors should avoid at all times any conflict of interest with Ouachita Behavioral Health and Wellness, Inc. and should guard against otherwise proper conduct that would have a tendency to diminish the public confidence in the corporation, including the appearance of any impropriety.

A. Client Care

1. Treat all individuals served with respect and dignity.
2. Protect rights, duties, and privileges of all individuals served and address and resolve questions and concerns identified.
3. Admit clients based on clinical necessity and admission criteria approved by the organization's medical/clinical staff.
4. Inform the client of any important aspects of the potential or existing therapeutic relationship that might affect his decision to enter or continue treatment
5. Handle client transfers and discharges in accordance with applicable local, state and federal laws and regulations and with accreditation standards and requirements.
6. Provide individuals who are discharged with adequate data and information about their care and treatment for effective continuum of care.
7. Provide confidential treatment of information relating to clients and their care.
8. Provide care and services that are necessary and efficacious.
9. Allow clinical decision making by assigned clinicians regardless of how the organization compensates, or shares financial risk with, its leaders, managers, clinical staff, and licensed independent practitioners.

B. Staff Code of Ethics

1. Place the welfare and safety of the clients and their families in matters affecting them above all other

concerns.

2. Safeguard information about a client once it has been obtained. Treat as confidential and privileged information any clinical data and information relating to patient care.
3. Do not deliberately do harm to an individual served, either physically or psychologically, do not verbally assault, do not ridicule, do not attempt to subjugate or endanger individuals served or allow other individuals served or staff to do so.
4. Urge changes in the lives of clients only in the interest of promoting recovery for the illness(es) being treated.
5. Remain aware of personal skills and limitations. Be willing to recognize when it is in the best interest of clients to be released or referred to another program or individual.
6. Do not engage in any activity that could be construed as exploitation of clients or other staff members, be it sexual, financial, or social.
7. Avoid any relationship with a client which might look as if you are using your position as an employee to influence a client for personal gain or to satisfy your emotional needs.
8. Show regard for the social codes and moral expectations of the community in which you work, recognizing that violations of accepted moral and legal standards may involve clients or colleagues in damaging personal conflicts and injure their own name and the reputation of the Corporation.
9. Do not derive material personal benefits from having transacted business on behalf of OBHAW other than those conferred directly by the organization.
10. Accept responsibility for continuing education and professional development as part of the organization's commitment to providing quality care in a safe and sanitary environment.

C. Business Practices

1. Bill at fair rates for the services received and only for services which have been provided to the individual served and/or recipient in an itemized billing statement.
2. Explain to all individuals served and/or other recipients the expected fees and their responsibility for aid in securing appropriate payment for necessary services rendered.
3. Explain to all individuals served the mechanism to follow if there are questions or concerns about their bill, and respond to all questions and concerns within a reasonable amount of time.
4. Assist the individual served and/or other recipient in every way possible to receive maximum services within the available resources.
5. Maintain confidentiality of client- or staff-specific financial information. This includes receivables, payables, and payroll information and applies within and outside the corporation. Disclosure among employees shall only be on a need-to-know basis. Access to financial information does not automatically give authorization to disclose.

D. Marketing

1. Fairly and accurately represent the organization, its scope or services, programs, and levels of care.
2. Provide individuals served with materials, data and information that are accurate, up to date, and reflective of actual operational practice.
3. Make no offers or promises of material or other gain to any referral source.
4. Employ marketing practices that are truthful and comply with all current applicable laws.

E. Third Party Contracts

OBHAW will have binding contracts with all third parties having access to client health information which provide that the third party will:

1. Keep the information in strict confidence.
2. Use the information only for the purpose of providing services under the contract.
3. Disclose the information only to those of the third party's employees who need access to the information in order to provide services under the contract and who have signed an agreement requiring the employee to hold the information in confidence.
4. Return the information in usable form upon request or at the end of the contract.
5. Indemnify the organization for all breaches of these obligations.

6. Staff will not solicit nor accept gifts or favors from providers in lieu of favorable decisions on contracts, administrative decisions, or other business functions.

RESPONSIBILITIES

Executive Director

The Executive Director will assure that high standards of ethical conduct are maintained. Any potential conflicts of interest in contractual relationships with other organizations shall be addressed and resolved before the contract is entered into.