

# What to Expect When You Report a Concern

1



**If you know of, or suspect a patient care, compliance or HR issue, you can report the issue to your manager, HR, or the Compliance Hotline.**

It's okay if you don't have all of the details. Share as much information as you can.

2



**When you use the Compliance Hotline you can choose to call or submit an online report. You may choose to remain anonymous regardless of your reporting method.**

Call **1-800-908-8618** or scan the QR code with your mobile phone to report a concern.



3



**When your report is received, an investigator from the appropriate department will be assigned to your concern.**

4



**The investigator will gather evidence and interview those who may have information.**

The investigator will keep your identity confidential to the fullest extent possible. If you make your report anonymously through the Hotline, you'll receive a report key. The investigator may leave a request for additional information in the report, so be sure to check back using your key.

5



**Appropriate action is taken.**

Because the investigation is confidential, you may not know if (or what) disciplinary action followed the investigation.

6



**We do not tolerate retaliation.**

Trilogy Health Services does not tolerate retaliation against anyone who reports a concern in good faith or who cooperates with an investigation. This policy is reinforced with everyone. Speak up if you experience or witness retaliation.

