



Policy No.: 204

Created: 6/2015

Reviewed: 7/2019

Revised: 7/2019

## **ACCEPTANCE OF GIFTS FROM PATIENTS OR THEIR FAMILIES**

ETHICS & COMPLIANCE DEPARTMENT

### **SCOPE:**

Applies to all Evolution Health colleagues associated with the billing and coding process in anyway. For purposes of this policy, all references to “colleague” or “colleagues” include temporary, part-time and full-time associates, independent contractors, clinicians, officers and directors.

### **PURPOSE:**

The Ethics & Compliance Department will review and update this Policy and all HIPAA policies when necessary in the normal course of its review of the Corporate Ethics & Compliance Program. rectors.

### **PURPOSE:**

To set forth the general guidelines established by Evolution Health (the “Company”) to guide colleagues in determining the appropriateness of accepting gifts from patients or patients’ families.

### **POLICY:**

It is the Company’s policy that Company colleagues are prohibited from accepting cash or a cash equivalent of any value from any patient or patient family member. Company colleagues are prohibited from accepting any gifts with a value in excess of \$25 from any patient or patient family member. While Company colleagues may accept gifts with an estimated value of \$25 or less that are not cash or a cash equivalent, the total aggregate value of any such gifts received from a patient or patient family member may not exceed \$75 in any one year period.

### **PROCEDURE:**

- Company colleagues may not accept gifts of cash or a cash equivalent, such as a gift certificate or check, regardless of the value of the gift.
- For gifts that are not cash or a cash equivalent, Company colleagues may accept gifts with an estimated value of \$25 or less so long as the aggregate value of all gifts received from



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the patient do not exceed \$75 in a one-year period. Acceptance of the gift should be reported immediately to the colleague's supervisor. Any gift with an estimated value in excess of \$25 or that would cause the aggregate value of gifts received from the patient to total more than \$75 in a one-year period may not be accepted.

- Gifts of perishable items such as baked goods, flowers or the like are encouraged to be brought to the applicable Company office to be shared among all colleagues of the office.
- Under no circumstances is any Company colleague permitted to solicit (ask for) a gift, tip, gratuity, loan, cash advance or any other item of value.
- Where a patient or family member offers a Company colleague a gift that may not be accepted in accordance with this Policy, the individual should thank the patient or family member for their generosity and indicate that the gift may not be accepted due to the Company's Policy. The patient's offer should be reported immediately to the colleague's supervisor.

## **POLICY REVIEW**

The Ethics & Compliance Department will review and update this Policy and all HIPAA policies when necessary in the normal course of its review of the Ethics & Compliance Program.