

ACKNOWLEDGMENT

Initials

I hereby acknowledge that I have read the Employee Standards and Code of Conduct as part of my in-service education on Corporate Compliance. I have access to the Employee Standards and Code of Conduct as a personal reference. I have received training in the False Claims Act as well as received a copy of the written policy. I was given opportunity to ask questions and receive clarification.

I have read and been given instructions to access the following manuals online. I was given opportunity to ask any questions and receive clarifications on any areas that were not understood. I agree that it is my responsibility to familiarize myself with all the policies and procedures found in these documents. I agree to ask my supervisor any time I have questions. Lack of understanding regarding policies and procedures will not excuse noncompliance.

Personal Manual
HIPAA Training
Fire Plan
Violence Program Manual
EMTALA Training

I hereby acknowledge that I have been inserviced on sexual harassment and the sexual harassment policy of West Carroll Health Systems. I understand what sexual harassment is and the consequences of such. I understand that I am to report any sexual harassment to my department head immediately. I was given an opportunity to ask any questions I may have had on sexual harassment and the policy.

I hereby acknowledge that I have been instructed on where to park and other specific policies regarding cell phone usage, social media regarding the workplace, breaks, and professional conduct. I have been given the opportunity to ask any questions or clarification on any policies and procedures. I understand the chain-of-command, including who to ask with any questions or guidance I may need.

Employee

Date

Supervisor

Date