



Dear Vendor/Contractor/Physician/Service Provider:

Brethren Village and its related organizations are committed to ethical, honest billing practices and expects every team member (including employees, independent contractors, subcontractors and vendors) to be vigilant in maintaining these standards at all times. It is important that our contractors understand the provisions of a number of laws, your obligation to act under these laws and your right to report if you suspect a violation as well as protections available for those who report violations of these laws. Please ensure your staff are familiar with the below listed laws and regulations. This notice is to inform you of those obligations and remind you that we encourage your feedback.

Compliance Program: Brethren Village and its related organizations have a compliance program. A core document of any compliance program is the Code of Conduct which covers the compliance issues, laws and regulations and guidelines that are relevant to providers of senior services. This Code of Conduct is relevant to all individuals, including employees, contractors, volunteers, directors and officers.

An overview of our Code of Conduct, as well as the full document, can be viewed on our web site at www.bv.org/compliance. Please assure that you review your obligation to abide by our compliance program as a requirement of doing business with Brethren Village and its related organizations.

Excluded Provider Policy: Brethren Village and its related organizations cannot do business with any individuals or entities sanctioned by the Federal and State Government. It is your duty to inform us immediately if your organization or anyone under your employment is currently or becomes excluded in the future.

Elder Justice Act: Under this regulation it is the obligation of anyone who works for, or contracts with a long term care community to report to local law enforcement, and to the Secretary of Health and Human Services, their reasonable suspicion of crimes committed against nursing home residents. This reporting must happen in a timely manner.

If the events that cause the suspicion—

- Result in serious bodily injury, the individual shall report the suspicion immediately, but not later than 2 hours after forming the suspicion;
- Do not result in serious bodily injury, the individual shall report the suspicion not later than 24 hours after forming the suspicion.

Please be sure to inform all of your employees who, in the course of business, are present on our community's campus, are aware of these obligations.

You are encouraged to communicate any compliance concerns to our compliance officer. If you or one of your staff members prefer to report any compliance concerns anonymously, please use the Compliance Hot Line. The compliance hot line phone # is printed on the attached brochure.

Please contact us if you have any questions. We look forward to our continued partnership.