

# YOUR ROLE IN COMPLIANCE

Compliance can be defined as adhering to all laws, regulations, and contractual agreements. It is the policy of University of Rochester Medical Center that all employees and affiliated professional staff will comply fully with state and federal laws and will conduct themselves in accordance with the highest ethical standards. University of Rochester Medical Center has created a Code of Conduct and various policies and procedures that help employees comply with the laws and regulations.

The University of Rochester Medical Center Compliance Office can assist employees of the University of Rochester Medical Center with questions and problems relating to compliance issues. The Compliance Office:

- Provides education and training to employees.
- Monitors for non-compliant activities.
- Enables employees to report non-compliant activities without fear of retribution.
- Investigates and corrects non-compliant activities.

All employees have the responsibility not only to comply with applicable laws and regulations, but also to **report** any acts of non-compliance. Examples of reportable incidents are:

- Breach of patient confidentiality
- Inaccurate record keeping
- Inappropriate billing practices
- Research fraud

Every confirmed act of non-compliance may result in corrective action or discipline, including termination of employment. The University of Rochester Medical Center could be liable for substantial fines and penalties for failure to comply with applicable laws and regulations.

## To report non-compliant behavior:

-  Contact your supervisor
-  Call the Compliance Office 275-1609
-  Call the INTEGRITY HOTLINE (756-8888)

For more information about compliance or for a copy of the URMCC compliance plan or code of conduct contact:

Fred Holderle, Compliance Officer  
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