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KP strives to demonstrate high ethical standards in our business practices. The Agreement details specific laws and contractual provisions with which you are expected to comply. This section of the Provider Manual details additional compliance obligations.

### **13.1 COMPLIANCE WITH LAW**

Providers are expected to conduct their business activities in full compliance with all applicable state and federal laws.

### **13.2 KP PRINCIPLES OF RESPONSIBILITY AND COMPLIANCE HOTLINE**

The KP Principles of Responsibility (POR) is the code of conduct for KP physicians, employees, and contractors working in KP facilities (KP personnel) in their daily work environment. If you are working in a KP facility, you will be given a copy of the POR for your reference. You should report to KP any suspected wrongdoing or compliance violations by KP personnel under the POR. The KP Compliance Hotline is a convenient and anonymous way to report a suspected wrongdoing without fear of retaliation. It is available 24 hours a day, 365 days a year. The toll-free Compliance Hotline number is **1-888-774-9100**.

Additionally, Providers may review the KP POR and Provider Code of Conduct at: [http://providers.kaiserpermanente.org/html/cpp\\_national/compliance.html](http://providers.kaiserpermanente.org/html/cpp_national/compliance.html) and are encouraged to do so. The KP POR and Code of Conduct are applicable to interactions between you and KP. Failure to comply with provisions of these standards may result in a breach of your Agreement with KP.

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### **13.3 GIFTS AND BUSINESS COURTESIES**

Even if certain types of remuneration are permitted by law, KP discourages Providers from giving gifts, meals, entertainment, or other business courtesies to KP personnel, in particular the following strictly prohibited items:

- Gifts or entertainment of any kind or value.
- Gifts, meals, or entertainment that are provided on a regular basis.
- Cash or cash equivalents, such as checks, gift certificates/cards, stocks, or coupons.
- Gifts from government representatives.
- Gifts or entertainment that reasonably could be perceived as a bribe, payoff, deal, or any other attempt to gain advantage.
- Gifts or entertainment given to KP personnel involved in KP purchasing and contracting decisions.
- Gifts or entertainment that violate any laws or KP policy.

### **13.4 CONFLICTS OF INTEREST**

Any conflict of interest between a Provider and KP personnel, or the appearance of it, should be avoided. There may be some circumstances in which members of the same family or household may work for KP and for a Provider. However, if this creates an actual or potential conflict of interest, you must disclose the conflict at the earliest opportunity, in writing, to a person in authority at KP (other than the person who has the relationship with the Provider). You may call the toll-free Compliance Hotline number at **1-888-774-9100** for further guidance on potential conflicts of interest.

### **13.5 FRAUD, WASTE, AND ABUSE**

Providers must be aware that funds received from KP are in whole or in part derived from federal funds. You are expected to comply with all applicable state and federal laws governing remuneration for health care services, including anti-kickback and physician self-referral laws. KP will investigate allegations of Provider fraud, waste, or abuse related to services provided to Members, and where appropriate, will take corrective action, including but not limited to civil or criminal action. The Federal False Claims Act and similar state laws are designed to reduce fraud, waste, and abuse by allowing citizens to bring suit on behalf of the government to recover fraudulently obtained funds (i.e., “whistleblower” or “qui tam” actions). No individual may be threatened, harassed, or in any manner discriminated against in retaliation for exercising their rights under the False Claims Act or similar state laws.

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## **13.6 PROVIDERS INELIGIBLE FOR PARTICIPATION IN GOVERNMENT HEALTH CARE PROGRAMS**

KP requires the Provider to (a) disclose whether any of its officers, directors, employees, or subcontractors are or become sanctioned by, excluded from, debarred from, or ineligible to participate in any federal program, or is convicted of a criminal offense related to the provision of health care, and (b) assume full responsibility for taking all necessary steps to assure that the Provider's employees, subcontractors, and agents directly or indirectly involved in KP business have not been and are not currently excluded from participation in any federal program. This shall include, but not be limited to, routinely screening all such names against all applicable lists of individuals or entities sanctioned by, excluded from, debarred from, or ineligible to participate in any federal program published by government agencies (including the U.S. Department of Health and Human Services, Office of Inspector General, List of Excluded Individuals and Entities at [http://oig.hhs.gov/exclusions/exclusions\\_list.asp](http://oig.hhs.gov/exclusions/exclusions_list.asp), and U.S. General Services Administration, Excluded Parties List System at <https://www.epis.gov>) as and when those lists are updated from time to time, but no less often than upon initial hiring or contracting and annually thereafter. Providers are required to document their actions to screen such lists, and certify compliance with this requirement to KP upon request. KP will not do business with a health care practitioner who is or becomes excluded by, debarred from, or ineligible to participate in any federal health care program or is convicted of a criminal offense related to the provision of health care.

## **13.7 VISITATION POLICY**

When visiting KP facilities (if applicable), you are expected to comply with the applicable visitation policy, which is available at KP facilities upon request. Visitor badges provided by the visited KP facility must be worn at all times during the visit.

## **13.8 COMPLIANCE TRAINING**

KP requires certain providers, including those who provide services in a KP facility, to complete KP's compliance training as required by your Agreement, applicable law or regulatory action, or as required by any government health care program contract to which KP is a party. Where applicable, you must ensure that your employees and agents involved in KP business complete, and provide evidence of completion of, the relevant KP compliance training. Please refer to your KP contracts manager for more guidance regarding these requirements.

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## **13.9 CONFIDENTIALITY AND SECURITY OF PATIENT INFORMATION**

Health care providers, including KP and you or your facility, are legally and ethically obligated to protect the privacy of patients and Members. KP requires that Providers keep Members' medical information confidential and secure. These requirements are based on state and federal laws both applicable to Providers and KP, as well as policies and procedures created by KP.

Providers may not use or disclose the personal health information of a Member, except as permitted or required by law. Personal health information refers to medical information, as well as information that can identify a Member (for example, a Member's address or telephone number).

Medical information may not be disclosed without the authorization of the Member, except when the release of information is either permitted or required by law.

### **13.9.1 HIPAA and Privacy and Security Rules**

As a Provider, you may have signed a document that creates a "business associate" relationship with KP as defined by federal regulations commonly known as HIPAA. If you are providing standard patient care services that do not require a business associate agreement, you still must preserve the confidentiality, privacy, and security of our common patients' medical information.

If you did not sign a business associate agreement, you are likely a "covered entity" as that term is defined under HIPAA and the Privacy and Security Rules issued by the Department of Health and Human Services. As a covered entity, you have specific responsibilities to limit the uses and disclosures of protected health information (PHI), and to ensure the security of PHI as that term is defined by the Privacy Rule (45 CFR Section 160.103).

Certain data which may be exchanged as a consequence of your relationship with KP is subject to the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-91) and its regulations or as updated and amended by Health Insurance Portability and Accountability Act of 1996 (Public Law 104-91) and the Health Information Technology and Economic and Clinical Health Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), as each are codified in the United States Code, and all regulations issued under any of the foregoing statutes, as and when any of them may be amended from time to time (collectively "HIPAA"). To the full extent applicable by the provisions of HIPAA, you must comply with HIPAA, including but not limited to the HIPAA standards for (i) privacy, (ii) code set, (iii) data transmission standards, and (iv) security regarding physical storage, maintenance, transmission of, and access to individual health information.

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Providers must use and disclose PHI only as permitted or required by law, subject to any additional limitations, if any, on the use and disclosure of that information as imposed by your Agreement or any Business Associate Agreement you may have signed with KP. You must maintain and distribute your Notice of Privacy Practices (45 CFR Section 164.520) to and obtain acknowledgements from Members receiving services from you, in a manner consistent with your practices for other patients. You must give KP a copy of your Notice of Privacy Practices upon request and give KP a copy of each subsequent version of your Notice of Privacy Practices whenever a material change has been made to the original Notice.

Providers are required by HIPAA to provide a patient with access to his or her PHI, to allow that patient to amend his or her PHI, and to provide an accounting of those disclosures identified under the Privacy Rule as reportable disclosures. You must extend these same rights to Members who are patients.

### **13.10 PROVIDER RESOURCES**

- KP's National Compliance Office: **510-271-4699**
- KP's Compliance Hotline: **1-888-774-9100**
- Regional Compliance Office: **808-432-5420**
- Medical Services Contracting Department: **808-432-5429**