I. Statement of Purpose

It is the policy of Kaleida Health to comply with all applicable federal and state laws pertaining to fraud, waste and abuse in Federal health care programs including Section 6032 of the Deficit Reduction Act of 2005 and disseminate information to all covered persons regarding:

A. Federal laws and administrative remedies and State laws related to false claims and statements, and whistleblower protections under such laws, and the role of such laws in preventing and detecting fraud, waste and abuse in federal health care programs, and

B. Kaleida Health’s policies of detecting and preventing fraud, waste, and abuse.

C. The Patient Protection and Affordable Care Act (Public Law 111-148) requires providers to have a compliance program as a condition of participation in the Medicare and Medicaid and Children’s Health Insurance programs.

II. Audience

All workforce members. For the purposes of this policy, the term “workforce member” includes all governing body members (i.e. Directors) and Corporate Officers as well as executives, employees, independent contractors, agents, vendors, students, interns, residents, fellows, volunteers, appointees or other persons or entities who perform services or functions for Kaleida Health or who otherwise contribute to Kaleida Health’s entitlement to payment from Federal health care programs.

III. Instructions – (Outline necessary steps for consistent completion of process/ procedure)

Preventing and detecting fraud, waste and abuse (FWA) is the responsibility of all workforce members. Kaleida Health has written policies describing the Corporate Compliance Program’s Structure and Guidelines (IAC.20), the Code of Conduct and Business Ethics (IAC.19), and other compliance related policies. These policies outline expected behaviors of all workforce members. This policy provides additional guidance regarding federal and state laws, recognizing fraud, waste, and abuse as well as preventive and detective measures Kaleida Health has in place.

A. Definitions of fraud, waste, and abuse (FWA)

1. **Fraud** – An intentional deception or misrepresentation made by a person with knowledge that the deception could result in some unauthorized benefit to himself/herself or some other person. It includes any act that constitutes fraud under applicable state or federal law.

2. **Waste and Abuse** – Incidents or practices that are inconsistent with legal, ethical, accepted and sound business, fiscal or medical practices that result in unnecessary cost to health programs, or in reimbursement for services that are not medically necessary or that fail to meet professionally recognized standards for health care. It includes Medicare and Medicaid practices that result in unnecessary costs to a federal health program.
3. Examples of potential FWA (this list is not exhaustive)
   a. Submitting false claims for payment
   b. Alteration of claims without supporting documentation
   c. Upcoding
   d. Double billing
   e. Misrepresentation of medical condition/diagnosis
   f. Failure to report third party liability
   g. Billing for services not provided
   h. Misrepresentation of services or supplies
   i. Providing substandard care
   j. Providing medically unnecessary items or services
   k. Fraudulent credentials
   l. Underutilization and over utilization
   m. Failure to refer for needed services
   n. Kickback/Stark violations

B. Kaleida Health FWA prevention and detection measures
   1. Prevention Measures
      a. Compliance Program – The Kaleida Health Compliance Program contains the following documents which pertain to the prevention and detection of false claims and statements and impermissible financial transactions which result in health care fraud and abuse: Code of Conduct and Business Ethics (IAC.19), Corporate Compliance Program Structure and Guidelines (IAC.20), Conflict of Interest (HR.16), and Laboratory Compliance Plan (LB-CM.2).

      b. Education - Kaleida Health is committed to on-going education of its workforce. Annual compliance training is mandatory for all workforce members. The on-line Talent Management system offers a central location for enrollment in both instructor-led and on-line educational opportunities. Departments regularly provide in-services. The on-line Annual Review includes modules on corporate compliance, False Claims Act, and HIPAA. The Health Information Management department regularly attends local and regional coding clinics to maintain their coding proficiency. On request, Internal Audit and Corporate Compliance provides training to any department.

      c. Reporting Mechanisms - Kaleida Health employees are obligated to report suspected non-compliant activities pursuant to both the Code of Conduct and Business Ethics (IAC.19) and Standards of Personal Conduct (HR.15). Different options have been established to contact Internal Audit and Corporate Compliance including anonymous reporting through the STARS system, the Corporate Compliance hotline (833-990-0040), or in a written report. Employees may also arrange a personal meeting with the Kaleida Health Chief Compliance and Privacy Officer.

      d. Background Checks - Kaleida Health Corporate Employment conducts criminal background checks on individuals following an offer and acceptance of employment. Based on the results of the background check, an individual’s offer of employment may be rescinded or, if an employee has started at work and the background check is unacceptable, employment will be terminated. Potential vendors are required to undergo the process outlined in the Kaleida Health Access policy (FI.2) that
includes a criminal background check. Kaleida Health regularly checks all employees, vendors, volunteers, and members of the medical staff against exclusion lists published by the Federal government and the New York State government. These lists identify individuals and entities that have been excluded from participation in federal healthcare programs. Appropriate steps are taken with regard to individuals and entities appearing on one or more of these exclusion lists.

e. Legal Review of Contracts - Kaleida Health Office of General Counsel reviews contracts with attention to compliance with fraud and abuse laws.

2. Detection Measures
a. Billing and Coding Edits – as one means of detecting billing and coding that is not compliant with rules associated with federal health care programs, Kaleida Health has implemented various billing and coding edit software packages.

b. Audits – All Kaleida departments are responsible for the accuracy of operating expenses and revenue capture. This includes correct charging for services and/or supplies as well as accurate record keeping and retention. Patient Financial Services, Internal Audit and Corporate Compliance, and Health Information Management all perform audits of medical record documentation to ensure compliance with the billing requirements of federal and state health care programs. In addition, compliance risk areas identified in the HHS Office of the Inspector General’s annual work plan and the New York State Office of the Medicaid Inspector General’s annual work plan are reviewed by Internal Audit and Corporate Compliance to assess vulnerabilities, and notify affected operating areas accordingly.

c. Internal Controls - Kaleida Health has instituted an internal set of checks and balances to detect and deter fraud, waste and abuse in all business practices. These include but are not limited to written policies and procedures, segregation of duties, security, and regular monitoring.

d. Investigations – Internal Audit and Corporate Compliance performs both informal and formal investigations based upon reports of possible fraud, waste, or abuse associated with federal and state health care programs.

e. Corrective Action – If errors or wrongdoing are found, Kaleida Health implements prompt and thorough corrective actions, including additional training, reporting and returning any overpayments to the appropriate Federal health care program or private payer, and self-disclosing to an appropriate governmental agency or other payer, to the extent required or otherwise appropriate (including, but not limited to the Federal DHHS, OIG and the New York State DOH and OMIG).

C. Overview of Federal and State False Claims Laws
1. Federal Legislation
a. False Claims Act (31 U.S.C. § 3729 et seq.)
The False Claims Act (FCA) provides, in pertinent part, as follows:
1) Liability for certain acts
2) In general – Subject to paragraph (2), any person who --

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a) Knowingly presents, or causes to be presented, a false or fraudulent claim for payment or approval;
b) Knowingly makes, uses, or causes to be made or used, a false record or statement material to a false or fraudulent claim;
c) Conspires to commit a violation of subparagraph (A), (B), (D), (E), (F), or (G);
d) Has possession, custody, or control of property or money used, or to be used, by the Government and knowingly delivers, or causes to be delivered, less than all of that money or property;
e) Is authorized to make or deliver a document certifying receipt of property used, or to be used, by the Government and, intending to defraud the Government, makes or delivers the receipt without completely knowing that the information on the receipt is true;
f) Knowingly buys, or receives as a pledge of an obligation or debt, public property from an officer or employee of the Government, or a member of the Armed Forces, who lawfully may not sell or pledge property; or
g) Knowingly makes, uses, or causes to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the Government, or knowingly conceals or knowingly and improperly avoids or decreases an obligation to pay or transmit money or property to the Government, is liable to the United States Government for a civil penalty of not less than $5,000 and not more than $10,000, as adjusted by the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. 2461), plus 3 times the amount of damages which the Government sustains because of the act of that person.

3) Reduced Damages - If the court finds that -
a) The person committing the violation of this subsection furnished officials of the United States responsible for investigating false claims violations with all information known to such person about the violation within 30 days after the date on which the defendant first obtained the information;
b) Such person fully cooperated with any Government investigation of such violation; and
c) At the time such person furnished the United States with the information about the violation, no criminal prosecution, civil action, or administrative action had commenced under this title with respect to such violation, and the person did not have actual knowledge of the existence of an investigation into such violation, the court may assess not less than 2 times the amount of damages which the Government sustains because of the act of that person.

4) Costs of Civil Actions - A person violating this subsection shall also be liable to the United States Government for the costs of a civil action brought to recover any such penalty or damages.
b. Definitions - For purposes of this section
1) The terms “knowing” and “knowingly”
   a) Mean that a person, with respect to information
      (1) Has actual knowledge of the information;
      (2) Acts in deliberate ignorance of the truth or falsity of the information; or
      (3) Acts in reckless disregard of the truth or falsity of the information; and
   b) Require no proof of specific intent to defraud;
2) The term “claim”
   a) Means any request or demand, whether under a contract or otherwise, for money or property and whether or not the United States has title to the money or property, that
      (1) Is presented to an officer, employee, or agent of the United States; or
      (2) Is made to a contractor, grantee, or other recipient, if the money or property is to be spent or used on the Government’s behalf or to advance a Government program or interest, and if the United States Government
         (a) Provides or has provided any portion of the money or property requested or demanded; or
         (b) Will reimburse such contractor, grantee, or other recipient for any portion of the money or property which is requested or demanded; and
   b) Does not include requests or demands for money or property that the Government has paid to an individual as compensation for Federal employment or as an income subsidy with no restrictions on that individual’s use of the money or property;
3) The term “obligation” means an established duty, whether or not fixed, arising from an express or implied contractual, grantor-grantee, or licensor- licensee relationship, from a fee-based or similar relationship, from statute or regulation, or from the retention of any overpayment; and
4) The term “material” means having a natural tendency to influence, or be capable of influencing, the payment or receipt of money or property.
c. Exempt from Disclosure - Any information furnished pursuant to subsection (a)(2) shall be exempt from disclosure under section 552 of title 5.
d. Exclusion - This section does not apply to claims, records, or statements made under the Internal Revenue Code of 1986.
   While the False Claims Act imposes liability only when the claimant acts “knowingly,” it does not require that the person submitting the claim have actual knowledge that the claim is false. A person who acts in reckless disregard or in deliberate ignorance of the truth or falsity of the information, also can be found liable under the Act. 31 U.S.C. 3729(b).
   In sum, the False Claims Act imposes liability on any person who submits a claim to the Federal government, or submits a claim to entities administering government funds that he or she knows (or should know) is
false. An example may be a physician who submits a bill to Medicare for medical services she knows she has not provided. The False Claims Act also imposes liability on an individual who may knowingly submit a false record in order to obtain payment from the government. An example of this may include a government contractor who submits records that he knows (or should know) are false and that indicate compliance with certain contractual or regulatory requirements. The third area of liability includes those instances in which someone may obtain money from the Federal government to which he may not be entitled, and then uses false statements or records in order to retain the money. An example of this so-called “reverse false claim” may include a hospital which obtains interim payments from Medicare or Medicaid throughout the year, and then knowingly files a false cost report at the end of the year in order to avoid making a refund to the Medicare or Medicaid program.

In addition to its substantive provisions, the FCA provides that private parties may bring an action on behalf of the United States. 31 U.S.C. 3730 (b). These private parties, known as “qui tam relators,” may share in a percentage of the proceeds from an FCA action or settlement. Section 3730(d)(1) of the FCA provides, with some exceptions, that a qui tam relator, when the Government has intervened in the lawsuit, shall receive at least 15 percent but not more than 25 percent of the proceeds of the FCA action depending upon the extent to which the relator substantially contributed to the prosecution of the action. When the Government does not intervene, section 3730(d)(2) provides that the relator shall receive an amount that the court decides is reasonable and shall be not less than 25 percent and not more than 30 percent.

1) Administrative Remedies for False Claims (31 USC Chapter 38. §§ 3801–3812)

This statute allows for administrative recoveries by Federal agencies. If a person submits a claim that the person knows is false or contains false information, or omits material information, the agency receiving the claim may impose a penalty of up to $5,000 for each claim. The agency may also recover twice the amount of the claim.

Unlike the False Claims Act, a violation of this law occurs when a false claim is submitted rather than when it is paid. Also unlike the False Claims Act, the determination of whether a claim is false, and the imposition of fines and penalties is made by the administrative agency, not by prosecution in the Federal court system.

2. New York State Laws

New York’s false claims laws fall into two categories: civil and administrative; and criminal laws. Some apply to recipient false claims and some apply to provider false claims, and while most are specific to healthcare or Medicaid, some of the “common law” crimes apply to areas of interaction with the government.

a. Civil and Administrative Laws

1) NY False Claims Act (State Finance Law, §§187–194)

The NY False Claims Act closely tracks the Federal False Claims Act. It imposes penalties and fines on individuals and entities that file false or fraudulent claims for payment from any state or local government, including health care programs such as Medicaid. The penalty for filing a false claim is $6,000 - $12,000 per claim.
and the recoverable damages are between two and three times the value of the amount falsely received. In addition, the false claim filer may have to pay the government’s legal fees. The Act allows private individuals to file lawsuits in state court, just as if they were state or local government parties. If the suit eventually concludes with payments back to the government, the person who started the case can recover 25-30% of the proceeds if the government did not participate in the suit of 15-25% if the government did participate in the suit.

2) Social Services Law §145-b -- False Statements
   It is a violation to knowingly obtain or attempt to obtain payment for items or services furnished under any Social Services program, including Medicaid, by use of a false statement, deliberate concealment or other fraudulent scheme or device. The state or the local Social Services district may recover three times the amount incorrectly paid. In addition, the Department of Health may impose a civil penalty of up to ten thousand dollars per violation. If repeat violations occur within five years, a penalty of up to thirty thousand dollars per violation may be imposed if the repeat violations involve more serious violations of Medicaid rules, billing for services not rendered, or providing excessive services.

3) Social Services Law § 145-c – Sanctions
   If any person applies for or receives public assistance, including Medicaid, by intentionally making a false or misleading statement, or intending to do so, the needs of the individual or that of his family shall not be taken into account for the purpose of determining his or her needs or that of his family for six months if a first offense, for twelve months if a second offense (or if benefits wrongfully received are at least one thousand dollars but not more than three thousand nine hundred dollars), for eighteen months if a third offense (or if benefits wrongfully received are in excess of three thousand nine hundred dollars), and five years for any subsequent occasion of any such offense.

b. Criminal Laws
   1) Social Services Law §145 – Penalties
      Any person who submits false statements or deliberately conceals material information in order to receive public assistance, including Medicaid, is guilty of a misdemeanor.

   2) Social Services Law § 366-b – Penalties for Fraudulent Practices
      a) Any person who obtains or attempts to obtain, for himself or others, medical assistance by means of a false statement, concealment of material facts, impersonation or other fraudulent means is guilty of a Class A misdemeanor.
      b) Any person who, with intent to defraud, presents for payment and false or fraudulent claim for furnishing services, knowingly submits false information to obtain greater Medicaid compensation or knowingly submits false information in order to obtain authorization to provide items or services is guilty of a Class A misdemeanor.

   3) Penal Law Article 155 – Larceny
      The crime of larceny applies to a person who, with intent to deprive another of his property, obtains, takes or withholds the property by means of trick, embezzlement, false pretense, false
promise, including a scheme to defraud, or other similar behavior. It has been applied to Medicaid fraud cases.

a) Fourth degree grand larceny involves property valued over $1,000. It is a Class E felony.
b) Third degree grand larceny involves property valued over $3,000. It is a Class D felony.
c) Second degree grand larceny involves property valued over $50,000. It is a Class C felony.
d) First degree grand larceny involves property valued over $1 million. It is a Class B felony.

4) Penal Law Article 175 – False Written Statements
Four crimes in this Article relate to filing false information or claims and have been applied in Medicaid fraud prosecutions:

a) § 175.05, Falsifying business records involves entering false information, omitting material information or altering an enterprise’s business records with the intent to defraud. It is a Class A misdemeanor.
b) § 175.10, Falsifying business records in the first degree includes the elements of the § 175.05 offense and includes the intent to commit another crime or conceal its commission. It is a Class E felony.
c) § 175.30, Offering a false instrument for filing in the second degree involves presenting a written instrument (including a claim for payment) to a public office knowing that it contains false information. It is a Class A misdemeanor.
d) § 175.35, Offering a false instrument for filing in the first degree includes the elements of the second degree offense and must include an intent to defraud the state or a political subdivision. It is a Class E felony.

5) Penal Law Article 176 – Insurance Fraud
Applies to claims for insurance payment, including Medicaid or other health insurance and contains six crimes:

a) Insurance Fraud in the 5th degree involves intentionally filing a health insurance claim knowing that it is false. It is a Class A misdemeanor.
b) Insurance fraud in the 4th degree is filing a false insurance claim for over $1,000. It is a Class E felony.
c) Insurance fraud in the 3rd degree is filing a false insurance claim for over $3,000. It is a Class D felony.
d) Insurance fraud in the 2nd degree is filing a false insurance claim for over $50,000. It is a Class C felony.
e) Insurance fraud in the 1st degree is filing a false insurance claim for over $1 million. It is a Class B felony.
f) Aggravated insurance fraud is committing insurance fraud more than once. It is a Class D felony.

6) Penal Law Article 177 – Health Care Fraud
Applies to claims for health insurance payment, including Medicaid, and contains five crimes:

a) Health care fraud in the 5th degree is knowingly filing, with intent to defraud, a claim for payment that intentionally has
false information or omissions. It is a Class A misdemeanor.

b) Health care fraud in the 4th degree is filing false claims and annually receiving over $3,000 in aggregate. It is a Class E felony.

c) Health care fraud in the 3rd degree is filing false claims and annually receiving over $10,000 in the aggregate. It is a Class D felony.

d) Health care fraud in the 2nd degree is filing false claims and annually receiving over $50,000 in the aggregate. It is a Class C felony.

e) Health care fraud in the 1st degree is filing false claims and annually receiving over $1 million in the aggregate. It is a Class B felony.

D. **Whistleblower Protections**

1. **Federal False Claims Act (31 U.S.C. §3730[h])**
   The Federal False Claims Act provides protection to qui tam relators (individuals who commence a False Claims action) who are discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of their employment as a result of their furtherance of an action under the FCA. 31 U.S.C. §3730(h). Remedies include reinstatement with comparable seniority as the qui tam relator would have had but for the discrimination, two times the amount of any back pay, interest on any back pay, and compensation for any special damages sustained as a result of the discrimination, including litigation costs and reasonable attorneys’ fees.

2. **NY False Claim Act (State Finance Law §191)**
   The New York State False Claim Act also provides protection to qui tam relators (individuals who commence a False Claims action) who are discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of their employment as a result of their furtherance of an action under the Act. Remedies include reinstatement with comparable seniority as the qui tam relator would have had but for the discrimination, two times the amount of any back pay, interest on any back pay, and compensation for any special damages sustained as a result of the discrimination, including litigation costs and reasonable attorneys’ fees.

3. **New York Labor Law §740**
   An employer may not take any retaliatory action against an employee if the employee discloses information about the employer’s policies, practices, or activities to a regulatory, law enforcement or other similar agency or public official. Protected disclosures are those that assert that the employer is in violation of a law that creates a substantial and specific danger to the public health and safety or which constitutes health care fraud under Penal Law §177 (knowingly filing, with intent to defraud, a claim for payment that intentionally has false information or omissions). The employee’s disclosure is protected only if the employee first brought up the matter with a supervisor and gave the employer a reasonable opportunity to correct the alleged violation. If an employer takes a retaliatory action against the employee, the employee may sue in state court for reinstatement to the same, or an equivalent position, any lost back wages and benefits and attorneys’ fees. If the employer is a health provider and the court...
finds that the employer’s retaliatory action was in bad faith, it may impose a civil penalty of $10,000 on the employer.

4. New York Labor Law §741
A health care employer may not take any retaliatory action against an employee if the employee discloses certain information about the employer’s policies, practices or activities to a regulatory, law enforcement or other similar agency or public official. Protected disclosures are those that assert that, in good faith, the employee believes constitute improper quality of patient care. The employee’s disclosure is protected only if the employee first brought up the matter with a supervisor and gave the employer a reasonable opportunity to correct the alleged violation, unless the danger is imminent to the public or patient and the employee believes in good faith that reporting to a supervisor would not result in corrective action. If an employer takes a retaliatory action against the employee, the employee may sue in state court for reinstatement to the same, or an equivalent position, any lost back wages and benefits and attorneys’ fees. If the employer is a health provider and the court finds that the employer’s retaliatory action was in bad faith, it may impose a civil penalty of $10,000 on the employer.

IV. Approved by - (Include date)
Office of General Counsel 7/07, 2/11, 9/13, 8/15, 7/16, 9/17, 5/18, 4/19
Corporate Policy Approval Committee 1/13/12, 10/11/13, 8/14/15, 6/8/18, 4/12/19

V. References (Include evidence based research, Kaleida Health policy, and regulation as applicable)
IAC.20 – Corporate Compliance Program
IAC.19 – Code of Conduct and Business Ethics
HR.16 – Conflict of Interest
LB-CM.2 – Laboratory Compliance Plan
FI.2 – Vendor Sales Representative Access

NYS False Claims Act (State Finance Law §§ 187 – 194), New York State Finance Law, S 39, Article XIII


Version History:

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Kaleida Health developed these Policies, Standards of Practice, and Process Maps in conjunction with administrative and clinical departments. These documents were designed to aid the qualified health care team, hospital administration and staff in making clinical and non-clinical decisions about our patients’ care and the environment and services we provide for our patients. These documents should not be construed as dictating exclusive courses of treatment and/or procedures. No one should view these documents and their bibliographic references as a final authority on patient care. Variations of these documents in practice may be warranted based on individual patient characteristics and unique clinical and non-clinical circumstances. Upon printing, this document will be valid for 11/26/2019 only. Please contact Taylor Healthcare regarding any associated forms.