



NOTICE TO COVERED INDIVIDUAL
VENDOR/CONTRACTOR/PHYSICIAN/SERVICE PROVIDER

It is the obligation of *CROSS KEYS VILLAGE - THE BRETHREN HOME COMMUNITY* - to inform those with whom we do business of a variety of regulations and policies that require your attention. This letter is to inform you of those obligations.

Compliance Program: *CROSS KEYS VILLAGE - THE BRETHREN HOME COMMUNITY* has a compliance program. The Code of Conduct 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.

The full document can be viewed on our web site: www.crosskeysvillage.org. Please assure that you review your obligation to abide by our compliance program as a requirement of doing business with *Cross Keys Village – The Brethren Home Community*.

Any questions on our compliance program should be forwarded to:

Karla Dreisbach, Senior Compliance Officer
460 Norristown Rd.
Suite 300
Blue Bell, PA 19422
215-646-0720

You are encouraged to communicate any compliance concerns to our compliance officer. If you or one of your staff members prefers to report a compliance concern anonymously, please use the Compliance Hot line. The compliance hotline phone number is 1-800-211-2713.

Excluded Provider Policies: *CROSS KEYS VILLAGE - THE BRETHREN HOME COMMUNITY* 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.

Any questions about exclusions should be forwarded to:

Christy Beckner
Benefits/Risk Manager
Compliance Official
717-624-5395
c.beckner@crosskeysvillage.org

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. If the events that cause 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 ensure that all your employees who visit our community's campus for business purposes are informed of these obligations. Enclosed you will find a copy of our poster to share with your appropriate employees.

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

Sincerely,



Christy Beckner
Benefits/Risk Manager
Compliance Official