

# COMPLIANCE & SAFETY

## Compliance

### Confidential Business Information

Intellectual property, trade secrets of the organization, & employee information are all to be held in the highest confidence. We only supply this information to those who have a need to know.

#### Compliance in Action:

- Safeguard confidential information, including proper labeling, storage, & disposal
- Follow computer & network security procedures to prevent unauthorized access
- Do not share information with individuals that do not have a need to know

**Q:** What is confidential business information?

**A:** Examples include any information that is not publicly known, including but not limited to financial information, billing & pricing information other than those available through the pricing transparency disclosures, personnel files, contractual arrangements, marketing & business strategies, policies & procedures, emailed information, & much more.

## Safety & Culture

**RACE & PASS** are the widely known healthcare acronyms for fire response.

### If you discover a fire:

- Rescue** anyone that is in immediate danger.
- Activate** the nearest alarm/pull the fire alarm & call the emergency response number.
- Contain** the fire by closing all doors in the fire area.
- Evacuate OR Extinguish** if the fire can be controlled & put it out using PASS. Otherwise, leave the area & close the door.
- Pull** the pin.
- Aim** extinguisher at the base of the fire.
- Squeeze** the handle.
- Sweep** side to side at the base of the flame.

### HOW TO REACH COMPLIANCE

#### MHS:

Compliance Hotline: +1(877) 777-0787  
calls are anonymous & 24/7  
[VandaliaHealth.EthicsPoint.com](http://VandaliaHealth.EthicsPoint.com)  
[Compliance@VandaliaHealth.org](mailto:Compliance@VandaliaHealth.org)  
[MHS.Privacy@VandaliaHealth.org](mailto:MHS.Privacy@VandaliaHealth.org)

#### DHS:

[Apryl.D.Strother@VandaliaHealth.org](mailto:Apryl.D.Strother@VandaliaHealth.org)  
(304) 637-3656

### HOW TO REACH RISK

#### MHS:

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#### DHS:

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(304) 637-3181