

COMPLIANCE & SAFETY

Compliance

Use of Company Resources

We use our resources wisely. Company facilities, supplies & equipment may not be used for personal activities. All policies related to purchasing, storage, use of supplies & equipment, & payroll must be adhered to.

Compliance in Action

- Use Vandalia Health resources for business needs only & keep them in good condition
- Follow proper procedures for disposing of resources & equipment
- Ensure computers & other equipment is stored securely

Q: My coworker punches in for me when I cannot find a parking space, that's ok isn't it? I mean I am actually here.

A: You are "actually here" for payroll purposes only when you are at your workstation, not when you come onto property. Having another employee record your times for you is considered timecard fraud & potentially a breach of security policies.

Trivia Question

Which Vandalia Health North Facility is closest to the NFL hall of Fame?

Safety & Culture

Emergency Phone Numbers at Your Facility:

- **MHMC:** Dial **1234** to reach attendant.
- **PMH:** Dial **6300** to reach Patient Access & activate the KAS.
- **SJMH:** Dial **0** to reach the operator for an overhead page. If the operator cannot be reached, dial **46** to make the overhead announcement to prevent a delay.
- **MHMNH:** Dial ***751** to page through the phone system.
- **DMC:** Dial ***66** & announce the emergency, the switchboard will repeat the overhead page twice.
- **BH:** Press **#7** & any key 3 times. This will notify staff of an impending alert.
- **WMH:** Dial **4449** from any phone. If using an IP phone, there is a button to push.
- **Offsite:** Dial **911** for emergencies.

HOW TO REACH COMPLIANCE

MHS:

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

DHS:

Apryl.D.Strother@VandaliaHealth.org
(304) 637-3656

HOW TO REACH RISK

MHS:

Maxine.Cantis@VandaliaHealth.org
Clarence.Swiger@VandaliaHealth.org
Janel.Mudry@VandaliaHealth.org
Ashley.Blair@VandaliaHealth.org

DHS:

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(304) 637-3181