



**Duty to Report Suspected Non-Compliance**  
**Subject: Hiring, Employment, & Contracting**  
**Policy Number: BPS HE-004**

## PURPOSE

The purpose of BPS HE 004 is to provide (1) a statement of Bluestone's (BPS) policy regarding the duty to report suspected non-compliance with Bluestone's Compliance Plan, Bluestone Code of Conduct, Policies and Procedures, and applicable laws and regulations, and (2) procedures to ensure that Bluestone's practices are consistent with its stated policy.

## SCOPE

This policy applies to all \*covered persons of Bluestone Physician Services, P.A., Bluestone National, LLC, and Bluestone Physician Services Wisconsin, as well as its subsidiaries and affiliates (collectively, Bluestone Physician Services (BPS)).

## DEFINITIONS

\*Covered persons means: (a) all owners who are natural persons, officers, board members, and employees of Provider; (b) all contractors who furnish patient care items or services or perform billing or coding functions on behalf of Provider; and (c) all physicians and other non-physician practitioners who are members of Provider's active medical staff.

## POLICY

All BPS-related individuals are expected to adhere to all applicable laws and regulations, as well as the Bluestone Compliance Plan, Code of Conduct, and Policies and Procedures.

## PROCEDURE

A. Duty to Report. Each BPS Covered Persons are required, as a condition of participation, employment, or engagement, to report any practice that the individual believes in good faith does or may violate Bluestone's Compliance Program, Bluestone Code of Conduct, Policies and Procedures, or applicable laws and regulations. The procedures for reporting suspected non-compliance are outlined in Policy # [BPS CMO-002](#).



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- B. Responding to Reports. The procedures for responding to such reports of suspected non-compliance are outlined in Policies [BPS RCI-001](#) & [BPS RCI-003](#). [BPS RCI-004](#) sets forth the procedures for determining the appropriate corrective action and/or discipline for (1) BPS Related Individuals who violate applicable laws and regulations, the Compliance Program, Bluestone Code of Conduct, Bluestone's Policies and Procedures, or other applicable requirements, and (2) supervisors who fail to detect or report such compliance violations.
- C. Documentation. BPS [RCI-005 \(Compliance Log Policy\)](#) sets forth the documentation requirements for reports of suspected non-compliance.

## ENFORCEMENT

All staff affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management under all applicable policies and procedures, including termination.

## Related Policies and Procedures

- [BPS Code of Conduct](#)
- [SYS:CC402 Compliance Program Policy](#)
- [BPS CMO- 002](#) - Reporting Suspected Non-Compliance, Subject: Compliance Monitoring & Oversight
- [BPS RCI-001](#) - Responding to Compliance Issues, Subject: Responding to Compliance Issues
- [BPS RCI-003](#) - Investigation of Compliance Violation Reports, Subject: Responding to Compliance Issues
- [BPS HE-004](#) - Duty to Report Suspected Non-Compliance, Subject: Hiring, Employment, & Contracting

Available at: <https://sites.google.com/bluestonemd.com/policycenter/compliance>



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**RESOURCES**

- [1] 42 C.F.R. 425.300.
- [2] The OIG provides detailed compliance program advice, including "best practices" at its website, [www.oig.hhs.gov/compliance](http://www.oig.hhs.gov/compliance), and includes specific advice for separate types of entities. A review of compliance guidance posted here should regularly be undertaken to ensure a complete, up-to-date understanding of compliance requirements.
- [3] 42 C.F.R. 425.314.
- [4] Established under Section 3022 of the ACA, amending Title 18 of the Social Security Act by adding Section 1899, et seq.
- [5] 76 Fed. Reg. 19528 (April 7, 2011), 76 Fed. Reg. 67802 (Nov. 2, 2011), 79 Fed. Reg. 72760(Dec. 8, 2014), 80 Fed. Reg. 32692 (June 9, 2015), and 81 Fed. Reg. 37950 (June 6, 2016).
- [6] Located at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/sharedsavingsprogram/index.html?redirect=/sharedsavingsprogram/> .

**Approval History**

Date (MM/YYYY)	Stakeholders	Name/Title
10/2024	Exec Compliance Committee	Compliance Committee

**Revision History**

Date (MM/YYYY)	Revisions	Name/Title	Version



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8/7/24	DRAFT Original	Nanc MacLeslie, Compliance Team	DRAFT
10/2024	Approved	Nanc MacLeslie	1

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<sup>1</sup> Prepared at the direction, request, and in furtherance of the purposes of a review organization and any and all information and documentation prepared in furtherance of this policy is confidential and should not be shared outside of Bluestone Physician Services or its Affiliates. Protected under Wis. Stat. 146.38 and Minn. Stat. 145.61et seq. and FL Stat 766.101. The information contained herein is provided for informational purposes only and does not constitute legal, medical, or professional advice. Further, these policies and procedures are subject to change without prior notice, and Bluestone makes no representation to reliance on users of outdated information. Users should check back here for updates regularly.