

# Sidney Regional Medical Center

<b>ORIGINATING DEPARTMENT:</b> Administration	<b>POLICY DESCRIPTION:</b> Fund-Raising and Charitable Contributions
<b>PAGE(s):</b> 1 of 2	<b>REPLACES POLICY and/or DOCUMENT DATED:</b>
<b>APPROVED DATE:</b> 4/24/ 2007	<b>RETIRED DOCUMENT:</b>
<b>EFFECTIVE DATE:</b> 4/24/2007	<b>REFERENCE NUMBER:</b> FundRaising&CharitableCont.Adm.011
<b>REVIEW DATE:</b> 8/2008, 02/2009, 02/2010, 9/11, 6/11, 6/13, 8/14 <b>REVISED DATE:</b>	<b>DEPARTMENT(S) DISTRIBUTION:</b> Health Center Foundation Board of Directors

<b>SCOPE:</b> Health Center Foundation Board of Directors
<b>PURPOSE:</b> <p><b>1.10</b> In furtherance of its charitable purposes, Sidney Regional Medical Center conducts fund-raising activities through the Health Center Foundation Board of Director.</p>
<b>POLICY:</b> <p><b>2.10</b> Sidney Regional Medical Center shall comply with applicable Nebraska and Federal registration, record,-keeping, and reporting requirements with respect to its fund-raising activities.</p> <p><b>2.11</b> Sidney Regional Medical Center policy requires that all solicitation of charitable contributions for the hospital or its affiliates shall be done under the supervision of Health Center Foundation Board of Directors.</p> <p><b>2.12</b> Sidney Regional Medical Center does not authorize any employee or other individual to use the hospital’s name in any fund-raising activities not approved or supervised by Health Center Foundation Board Directors.</p> <p><b>2.13</b> It shall be known that corporate donations shall in no way influence a corporation’s vendor relationship (or potential for vendor relationship) with Sidney Regional Medical Center.</p> <p><b>2.14</b> Sidney Regional Medical Center refers patients to other health care providers based on clinical assessments, availability, acceptability to the patient and other relevant factors; support from a given provider shall not be considered.</p>

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## **PROCEDURE:**

- 3.10** Unless a patient's authorization is obtained, Sidney Regional Medical Center shall only use, for the purpose of fund-raising, specific demographic information and dates of health care service, as allowed by Federal Regulation.
- 3.11** The Health Center Foundation Board of Directors shall only notify the patients about the possible use or disclosure of limited patient information for fund-raising and provide patients with an opportunity to opt-out of receiving future fund-raising communications and make reasonable efforts to honor all opt-out requests. (refer to HIPAA Privacy Regulation)
- 3.12** It shall be illegal for any employee or representative of Sidney Regional Medical Center to knowingly make any false, deceptive, or misleading statement in connection with a solicitation of funds or a sale of goods or services to benefit Sidney Regional Medical Center.
- 3.13** It shall be against Sidney Regional Medical Center's policy to use any sponsor or endorsement in connection with fund-raising activities unless the sponsor or endorsement has been verified by the Health Center Foundation Board of Directors.
- 3.14** Employee who are dedicated to certain responsibilities such as purchasing, materials management or discharge planning, shall not participate in solicitations. Further The Foundation Board will not advise these employees about contributions by particular donors except through publications of donors at year-end or other publicly available information.
- 3.15** Any violation of this policy by an employee or officer shall subject said employee or officer to disciplinary action including termination of employment or office.

## **REFERENCES:**

QHR Corporate Compliance Program, Policy Template dated 05/2005