



A Continuing Care Retirement Community
Residential Living, Penrose Carriage Homes, Personal Care,
Rehabilitation, and Skilled Nursing Care

Administration www.dunwoody.org

3500 West Chester Pike • Newtown Square, PA 19073-4168 • 610-359-4400 • Direct Fax 610-359-4498

July 10, 2023

Dear Vendor/Contractor/Physician/Service Provider:

It is the obligation of *DUNWOODY VILLAGE* to annually 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 and remind you that we encourage your feedback.

Compliance Program: *DUNWOODY VILLAGE* has a compliance program. A core document of any compliance program is the Code of Conduct which 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.

Attached you will find a summary of our Code of Conduct, the full document can be viewed on our web site: www.dunwoody.org. Please assure that you review your obligation to abide by our compliance program as a requirement of doing business with *DUNWOODY VILLAGE*.

Any questions on our compliance program should be forwarded to our compliance official:

Natalie Alsis at 610-359-4590 or nalsis@dunwoody.org

You are encouraged to communicate any compliance concern to our Compliance Officer or if you, or one of your staff members, prefer to report a compliance concern anonymously, please use the Compliance Hotline. The compliance hotline phone # is printed on the attached brochure.

Excluded Provider Policies: *DUNWOODY VILLAGE* 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:

Natalie Alsis (above), OR Maureen Casey, 610-359-4427 or mcasey@dunwoody.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;
- Do not result in serious bodily injury, the individual shall report the suspicion not later than 24 hours after forming the suspicion.

Please be sure to inform all of your employees who, in the course of business, are present on our community's campus, are aware 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,

Natalie Alsis

REPORT CRIMES AGAINST THE ELDERLY: THE ELDER JUSTICE ACT

Reporting Reasonable Suspicion of a Crime

All employees, vendors, and contractors of *DUNWOODY VILLAGE* have the following responsibilities and rights under Federal law:

If you reasonably suspect that a crime has occurred against a resident or person receiving care in *DUNWOODY VILLAGE*, you **must** report that suspicion to the police **and** State Survey Agency:

Newtown Township Police Department
(610) 356-0601

Department of Health (Skilled)
(610) 594-9260

Department of Human Services (PC)
(610) 270-1137

You must make the report within **two (2) hours** after you first suspect that a crime has occurred if the suspected crime involves **serious bodily injury** to the individual, or within **24 hours** if there is **no serious bodily injury** involved.

WARNING: If you fail to report your reasonable suspicion of a crime, you may be subject to a civil monetary penalty of up to \$300,000 and/or you may be excluded from participation in any Federal health care program.

No Retaliation

DUNWOODY VILLAGE cannot punish you or otherwise retaliate against you for reporting your reasonable suspicion of a crime against a resident or person receiving care from this facility.

Right to Make a Complaint

You have the right to make a complaint to the State Survey Agency listed above if DUNWOODY VILLAGE punishes you or otherwise retaliates against you for reporting your reasonable suspicion of a crime against a resident or person receiving care from this facility. **Please see DUNWOODY VILLAGE's policies and procedures manual for additional details regarding your responsibilities and rights under the federal law.**