

REPORT OF POTENTIAL IMPROPER CONDUCT

Please complete this form and forward it directly to the Compliance Officer for review.

Part I:

Date and Time of Report: _____

Name and department of individual originating report (unless you wish to remain anonymous) _____

Is this a:

- Corporate Compliance issue involving potential improper conduct?
- HIPAA privacy or security issue?

What department or organization does this involve?

- Sitrin Health Care Center, Inc.;
- Gan Kavod, Inc.;
- Cedarbrook Village, Inc.;
- Delivery System Reform Incentive Payment Program (DSRIP)
- Other, please specify: _____

Parties involved:

Name of Employees _____
Any other people (resident, family, witnesses) _____

Date(s) of alleged improper conduct: _____

In your own words, please state below in as much detail as possible, the circumstances associated with this compliance issue, including timeline of events if known (use back or attach additional sheets, if necessary):

Please submit this information to: Corporate Compliance Officer
Sitrin Health Care Center, Inc.
2050 Tilden Avenue, New Hartford, NY 13413
bcobane@sitrin.com (315) 737-2710

Report of Potential Improper Conduct
Page 2 of 2

Part II (To be completed by Compliance Officer):

Date and time report received: _____

Report received by:

_____ Compliance Officer

_____ Department Manager or Supervisor

Reporting Mechanism:

_____ In Person

_____ Hotline Message

_____ By Regular Mail

_____ By Email

_____ Via Website

_____ Via Intranet

_____ Fax

_____ Direct Phone Call to Compliance Officer

Note: The Corporate Compliance Officer will maintain this report in a confidential manner. While the facility will do its best to maintain this confidentiality, the facility may be obligated to disclose the name of the reporting person, if known, and copies of any investigation reports and/or records to governmental authorities. If you choose to remain anonymous, the Corporate Compliance Officer may not be able to notify you directly of the outcome of any investigations that are undertaken. However, you may contact the Corporate Compliance Officer directly at (315) 737-2710 if you have further questions.