

Federal/State law: fraud must be reported

As an approved provider or contracted agency with public health and human services departments, employers must comply with all applicable Federal, State and local laws. Therefore, employers **are charged by Federal and State law** with the responsibility of identifying, investigating, and referring to law enforcement officials, **cases of suspected fraud or abuse.**



Fraud is a crime against all taxpayers and is a State and Federal crime. Employers are mandatory reporters of any suspected fraud.

All cases of possible fraud and program abuse should be reported immediately.

To make a report, please call

1-877-532-8530

Fraud Hotline

Toll Free



Be Aware

EMPLOYEES

Fraud

Prevention Program



- ▶ *Understanding fraud and the possible risks*
- ▶ *Assuring compliance with Federal and State laws*
- ▶ *Preventing fraudulent activities*



Your employer's goal is to create a better workplace, and to ensure and improve the quality of care. Employers should:

- ▶ Promote **integrity and ethical behavior**
- ▶ Support high standards of conduct and **zero tolerance for fraud**

Fraud is defined as:

The intentional deception or misrepresentation that an individual knows, or should know to be false, or does not believe to be true, and makes, knowing the deception could result in some unauthorized benefit to himself or some other person(s).

(Centers for Medicare & Medicaid Services)



Examples of fraud:

- Accepting pay for time you did not work
- Recording more time than actually worked on a time sheet: "Padding" time sheets... such as showing up late or leaving early, or taking a break and not subtracting break time when you write down time
- Stating that tasks or procedures were completed when you did not do them
- Forging other employee's or participants's signature
- Changing another person's time sheet or paperwork
- Turning in a false claim for time worked or tasks completed when these were not done and you knew it
- Suggesting or helping a participant get services or supplies that are not required for the person's disability
- Not following all parts of the contract with the company
- Not providing the expected quality of services for a participant

FRAUD

Committing fraud

Fraud may result in significant penalties ranging from warnings to suspension, termination, fines or jail time. If an employee gives false information or knows of false information and fails to report it, he/she could be convicted of a crime. The employee might have to pay large sums of money or go to jail for up to a year.

If there is reason to believe that the misconduct may violate criminal, civil, or administrative law, then your employer and the organization must promptly report the existence of misconduct to the appropriate Federal and State authorities.



Preventing fraud

Current Fraud Prevention Components:

- **All employees** are required to pass a criminal and Office of Inspector General (OIG) **background check**
- All employees receive **initial and ongoing training** on fraud topics:
 - The Employee Handbook includes the company's standards of conduct, a statement on Corporate Compliance and a fraud component
 - Regular fraud prevention training, as well as education topics, are provided in newsletters
- Coordinators may make **unannounced visits** and/or calls
- Participants and employees sign an **acknowledgement and an anti-fraud** statement on every time sheet
- A **Fraud Prevention Manual** will be available for administrative employees
- A **Fraud Prevention Hotline** for response to suspected incident of fraud