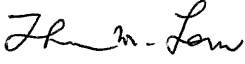


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

<b>APPROVED BY:</b>	<b>RESPONSIBILITY:</b>	<b>EFFECTIVE DATE:</b>	<b>POLICY NO.</b>	<b>PAGE</b>
 Theodore M. Lewis, MBA Hospital Administrator/CEO	Hospital-wide	May 1, 2015	A-LD300	1 of 2
<b>TITLE: CODE OF ETHICAL CONDUCT</b>				
<b>LAST REVIEWED/REVISED: 05/2015</b>				
<b>ENDORSED: EMC 05/2014, MEC 03/2015, JCPAC 04/2015, BOT 04/2015</b>				

**PURPOSE:**

The purpose of this policy is to outline the Guam Memorial Hospital Authority (GMHA) Code of Ethics applicable to all employees and agents.

**POLICY:**

GMHA provides patient care, treatment, and services in an ethical and honest manner and adheres to all applicable laws, regulations, and standards. This philosophy is demonstrated in practice through due diligence in providing care, treatment, and services, avoiding waste, and responding to the concerns of patients, their care-givers, physicians, staff, and contracted staff in a timely manner.

GMHA is committed to maintaining a work environment that promotes honesty and integrity and permits our personnel, physicians, and agents to demonstrate the highest ethical standards in performing their job functions and responsibilities.

**CODE OF ETHICS:**

1. We adhere to the highest ethical standards of business practice contributing to the economic growth and social progress of our island and society as we conscientiously fulfill our obligations to our customers, clients, and employees.
2. We acknowledge as our principal objective the provision of the quality health care services with the appropriate amount of resources expended for all patients regardless of their reimbursement abilities.
3. We acknowledge and fulfill our obligations as an equal opportunity employer.
4. The organization will not discriminate against employees or agencies on the basis of age, race, color, national origin, religion, gender, sexual orientation, or physical or intellectual disability.
5. We acknowledge our obligation to screen, test, monitor, and evaluate personnel for the purpose of fully satisfying patient needs and safety.
6. We adhere to the highest standards of integrity in managing, advertising, marketing, and performing services we offer.
7. We acknowledge our responsibility to adapt our services to changing needs in the health care field through close cooperation with professional organizations, planning agencies, regulatory agencies, and the government's legislative body.

8. All books, records, and documentation will accurately reflect the organization's business practices.
9. We will treat patient assets and property with respect and demand that others do the same.
10. We adhere to our charitable purpose of providing quality health care to the community.
11. We aspire to be cost-effective while not sacrificing the quality or appropriate level of care for financial reasons.
12. We shall not seek nor provide remuneration of any kind when providing or accepting referrals.
13. When seeking reimbursement from any health care program or third party payer, the Hospital honestly and accurately reflects the care, treatment, and services provided.
14. The Hospital and its employees will not engage in conduct prohibited by Chapter 3 of the GMHA Personnel Rules and Regulations, *Code of Conduct* and Chapter 15 of the Guam Code Annotated, *Standard of Conduct for Elected Officers Appointed Officers, and Public Employees of the Government of Guam*.
15. Should the Hospital, its employees, and/or agents violate federal or local law, it will report the violation in a timely manner and take any necessary action(s) to rectify the situation.
16. The Hospital, its employees, and/or agents are obligated to report any violation(s) of this policy immediately to the Risk Management Office after it is discovered.

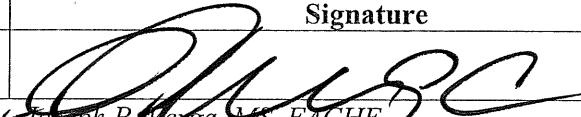

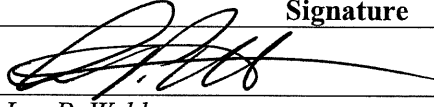

**RESCISSIONS:**

6100-9 *Code of Ethical Conduct*, Administration Manual, Effective 08/2007, last reviewed/revised 12/2009.

GUAM MEMORIAL HOSPITAL AUTHORITY  
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws                                      Submitted by Department/Committee: Administration
- Rules & Regulations                      Policy No.: A-LD300
- Policies & Procedures                      Title: CODE OF ETHICAL CONDUCT

Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
	05/01/14	
Title	05/01/14	Joseph P. Varga, MS, FACHE Executive Management Council, Chairperson
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
	03/27/14	
Title		Hoa V. Nguyen, MD Medical Executive Committee, Chairperson
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
	4/2/15	
Title		Lee P. Webber Joint Conference and Professional Affairs Committee, Chairperson
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
	04/30/15	
Title		Lee P. Webber Board of Trustees, Chairperson
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
Title		
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
Title		
Reviewed/Endorsed	<b>Date</b>	<b>Signature</b>
Title		

**\*Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**

15/07 Forwarded to MET -tmp