

## Falsification of Documents

POLICY: AC.ETH.01.11

Date: September 20, 1999

Responsible to: President & CEO

### **PURPOSE:**

The provision of specific guidelines concerning the falsification of documents.

### **POLICY**

It is the policy of Shepherd Center and Affiliates that all documentation is timely, accurate and truthful without any form of falsification.

### **PROCEDURE**

1. All documentation must be timely, accurate and truthful.
2. Falsification of a document includes:
  - a. Untrue statements, facts, details, etc.
  - b. Incomplete statements, facts, details, etc.
  - c. Redrafting of information.
  - d. Reformatting of information.
  - e. Deletion of information.
  - f. Fabrication of information.
  - g. Alteration of actual times of information.
3. Documentation is not falsified in order to meet or substantiate any compliance issues with regulatory, industry or professional standards.
4. Any employee or agent found to have falsified documents will face immediate progressive discipline up to and including termination.
5. Any physician not under the employment of Shepherd Center found to have falsified documents will face immediate disciplinary action up to and including the loss of hospital privileges.