

CARE FOR U PLUS

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Fraud and Abuse Prevention

There is **Zero-Tolerance** when it comes to employees who commit fraud. Employees who commit fraud will be immediately terminated. Employees are required to conduct themselves to the Standards of the Care For U Plus' Code of Conduct.

Why is Proper Documentation a MUST for Timesheets?

- It is your responsibility and obligation to fill out your time sheets correctly and accurately on a weekly basis.
- Timesheets are official documents and may become property of the state.

The Following Guidelines MUST be Followed at All Times:

- Timesheets must be signed by the patient or a designated representative only AFTER services have been provided.
- All the care plan duties must be carried out in their entirety and marked off on the timesheet upon completion.
- The CHHA's name must be legible, and it must be signed at the end of each week by the employee.
- At no given time can modifications of the schedule be made directly with the patient. In the event, that the patient requests any modifications, you must call your assigned coordinator.
- Incidents and any changes in patient's condition must be reported immediately to your coordinator.
- Upon arrival to patient's home, you learn that the patient was hospitalized, you must report finding immediately to the coordinator or on-call hours.

You are NOT Permitted under any Circumstances to Do any of the Following:

- Perform unauthorized services.
- To submit a blank timesheet for a patient to sign or ask a patient to pre-sign a timesheet, this is considered falsifying information on the timesheet.
- Altering information after timesheet has been signed such as, changing your start and quit time, and/or forging a signature.
- Having "personal agreements" between yourself and the patient and/or patient's family is NOT permitted.
- Perform services without the patient being present.

If You are Found to have Committed any Type of FRAUD, You will be Subjected to:

- Immediate TERMINATION.
- Direct prosecution to the FULL extent of the law.
- A report will be filed with the NJ State Board of Nursing.
- License suspension for seven (7) years.
- Possible criminal record history.