



**astor**

— **SERVICES** —

**Help · Heal · Hope**



# Corporate Compliance & HIPAA for Vendors

Presented by

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&

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## Mission Statement

Astor provides behavioral health and educational services offering children the opportunity to meet life's challenges, pursue their dreams, and reach their full potential.

## Vision Statement

Astor will be the preeminent provider of behavioral health and educational services through high quality, comprehensive services to children and families in New York State.



- Vendors are responsible for abiding by the expectations set forth in Astor’s Corporate Compliance Plan and code of conduct
- Some vendors are required to sign Business Associate Agreements (BAAs). These agreements safeguard identifiable health information that vendors may access.
  - If applicable, breaches of such information must be reported to Astor.



Astor's code of conduct, as outlined in the Compliance Plan is not intended to prescribe a specific response to every conceivable situation but to assist in determining an appropriate response as situations arise.

Examples from Astor's Code of Conduct:

- Astor Services does not tolerate billing practices that misrepresent the services actually rendered.
- Never pre or postdate documentation.
- Staff and vendors/consultants are expected to conduct business in a manner that supports integrity in operations.



All vendors are required to fill out and return to us a signed copy of the *Contractors and Vendors Compliance Form* certifying that they received and understand their responsibilities to ensuring compliance with Astor Services' Corporate Compliance Plan.

The form can be found on our website:

<https://www.astorservices.org/resources/contractors-vendors/>



To be in compliance with HIPAA and other Federal and State requirements, Astor is required to check all vendors on a monthly basis to ensure that they have not been excluded from participating in federally funded health care programs such as Medicaid.





To report concerns anonymously:

# Confidential Compliance & Privacy Hotline



**1-866-293-0031**





A complete copy of Astor's Corporate Compliance plan can also be found on our website:

<https://www.astorservices.org/resources/contractors-vendors/>



**Compliance** questions can be directed to:

Jennifer LaBarbera

845-768-2895

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**HIPAA** questions can be directed to:

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Thank you!

