



astor

— **SERVICES** —

Help · Heal · Hope



Corporate Compliance & HIPAA for Vendors

Presented by

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Mission Statement

Astor provides essential supports, tools and high quality, comprehensive behavioral health and educational services to engage, empower and strengthen children, adults and families in all communities.

Vision Statement

To be the preeminent behavioral health and educational services partner in the community where all children, adults and families can realize their full potential through help, healing, and hope.



- 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:

Confidential Compliance & Privacy Hotline

1-866-293-0031

*dial *67 before the number to remain anonymous*



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

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



Questions can be directed to:
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Thank you!

