

FHN PROFESSIONAL CODE OF CONDUCT

As a member of the FHN healthcare team, which includes administrators, Medical Staff, nursing, non-clinical staff members, and volunteers, I agree to:

1. For Practitioners:

- a. Comply with the Medical Staff Bylaws, and rules and regulations.
- b. Attend Medical Staff and department meetings
- c. Respond to pages/calls/texts from FHN healthcare team members and non-FHN physicians appropriately and in a timely manner.
- d. Practice within the scope of evidence-based practice and approved clinical privileges.

For Practitioners and all other members of the FHN healthcare team:

2. Treat others with respect, courtesy, dignity and compassion, promoting honesty and candor in our professional environment.
3. Communicate in a professional and cooperative manner; avoid threatening, intimidating, or abusive language.
4. Encourage clear communication.
5. Refrain from criticizing another individual in a public setting.
6. Provide quality patient care and comply with all reportable quality measures.
7. Participate in assigned committees.
8. Work cooperatively and harmoniously with other members of the FHN healthcare team.
9. Avoid inappropriate medical record entries concerning the quality of care being provided. Address clinical concerns directly with the involved FHN healthcare team members.
10. Protect those you serve from exposure to safety and environmental risks.
11. Comply with HIPAA requirements and respect patients' autonomy and confidentiality.
12. Only discuss patient information with those individuals involved in the care of the patient or otherwise authorized to receive the information, and only in the course of treatment.
13. Limit discussions regarding Protected Health Information (PHI) to the minimum information necessary for the continuing care of the patient. Intervene in a professional manner when other staff (at any level) are inappropriately discussing an issue involving PHI.
14. Conduct patient-related discussions in locations which are best suited to maintain confidentiality.
15. Safeguard confidentiality by ensuring that records, reports, schedules, and other printed information are kept in areas where they are not visible or accessible to the public.
16. Protect access to FHN computer and telecommunication systems and prevent unauthorized individuals from gaining information about patients by not sharing passwords or any other personally assigned entry codes with any other individual.
17. Respect and protect the confidentiality of physicians, staff, or volunteers if and when they become patients.
18. Follow proper protocol (see policy) for the transmission of confidential information whether transmitted verbally, via inter-office mail, fax, e-mail, or telephone.
19. Comply with all applicable government laws, rules and regulations.
20. Avoid retaliation against any individual who may be a potential victim, or witness, in a complaint involving a code of conduct violation.
21. Disclose potential conflicts of interest.

FHN Healthcare Team Member Name

FHN Healthcare Team Member Signature

Date