ORGANIZATIONAL ETHICS

Purpose:

To communicate the ethical code of behavior under which LSUHSC-Shreveport operates.

Policy:

LSUHSC shall carry out its operations in an ethically responsible manner. In conformance with the mission statement of the LSUHSC, all dealings with the patients and communities served through patient care, education, and research shall be conducted according to the organizational ethics noted below:

1. Marketing/Public Communications: LSUHSC shall not conduct or disclose misleading or inaccurate marketing or any other communications with the general public or governmental entities. All laws relating to regulatory disclosure of information shall be followed. Other public access to non-patient identifiable information may also be made available upon request to and approval from the Governing Body or its representative(s).

2. Admissions/Discharges/Transfers of Patients: LSUHSC shall maintain policies and procedures that address the ethical and lawful rights of patients as those rights relate to admission to, discharges from, and transfer to or from the facility. These policies are noted in Hospital Policy 2.11 “Access to Care”.

3. Billing Practices: The patient billing practices of LSUHSC require that all patients or their legal representative be responsible for timely payment of their bills by actively participating in financial counseling services necessary to determine third party coverage or free care eligibility (for qualified Louisiana residents only). Detailed billing policies and procedures are maintained by the Hospital and Physician Billing Departments.

4. Conflicts of Interest: All employees at LSUHSC are State of Louisiana employees and are subject to Louisiana Revised Statute 1950, Title 42, Chapter 15, “Code of Governmental Ethics.” As such, the requirements of this law prohibits employees from soliciting or accepting, directly or indirectly, anything of economic value as a gift or gratuity, from any person or firm who has or is seeking to obtain contractual or other business or financial relationship with LSUHSC. Further definitions and information regarding this law are contained in the Administrative Directives under “Code of Ethics For Louisiana State Employees.”
Purchasing Requirements: All acquisition of equipment, supplies, contractual services, and other expenditures of state appropriated funds must be in compliance with State of Louisiana Purchasing and Procurement Regulations. These regulations are described in the Administrative Directives section 3 “Purchasing” and additional information is available through the Purchasing Department.

LSUHSC Unclassified and Classified employees are required under Permanent Memoranda (PM) 11 to disclose any outside employment to the University. Specific regulations, documentation, and other information regarding outside employment may be obtained in PM-11 (copies of which are available in the Print Shop) or on-line at http://www.lsusystem.edu/policies/permanentmemoranda/. Employees who, by virtue of their position description, are authorized to purchase (or recommend the purchase of) goods and services on behalf of the Health Sciences Center are restricted from accepting offers of employment with vendors who the facility conduct business with. Employees pursuing such employment opportunities must, prior to accepting, request and receive, in writing, authorization to enter into said employment from the LA State Board of Ethics.

Faculty Members seeking to sell products or provide contractual services to LSUHSC must comply with the regulations specified in Permanent Memoranda (PM) 63. Specific regulations, documentation, and other information regarding outside employment may be obtained in PM-63 (copies of which are available in the Purchasing Department).

5. Louisiana Legislative Auditor Annual Review: The office of the Louisiana Legislative Auditor conducts an annual financial audit of the business records and practices of LSUHSC (which includes the business records of LSUHSC). The results of this review shall be reported to the governing body of LSUHSC and to the Division of Administration for the State of Louisiana. As a public entity, this annual audit is available for public inspection.

6. Other Ethical Issues: Other issues relative to the ethical behavior of LSUHSC staff are contained in the various sections of the Hospital Policy manual. Recognition of, compliance with, and providing services within the context of these policies form the code of ethical behavior by which LSUHSC seeks to accomplish its mission of providing the Ark-La-Tex community with quality patient care, a teaching environment for training future healthcare providers, and supporting research.

Reference: RI.1.4
http://www.lsusystem.edu/policies/permanentmemoranda/
Administrator

10/20/11

Date

Approved by Clinical Board: 5/01, 6/15/04, 6/21/07, 11/18/08, 10/18/11
Written: 10/94
Reviewed: 5/95, 6/01, 4/04, 5/07, 10/08, 10/11
Revised: 3/98, 6/01, 5/04, 5/07, 10/08