



5/6/2025

To: All Staff of La Excel Care

Subject: Policy on Fraudulent Behavior

Dear Team,

At La Excel Care, we are committed to maintaining the highest ethical standards in all our operations. This commitment extends to ensuring compliance with all applicable laws, including those governing billing practices. We want to remind all staff that fraudulent behavior is not only unethical but also illegal.

Definition of Fraud Fraud is defined as any intentional act of deception made for personal or financial gain. This includes, but is not limited to, submitting false claims, misrepresenting services provided, or billing for services not rendered to clients on the date and time specified in your documentation. Specifically, in the context of our services, fraud includes:

1. Billing clients or third-party payers, such as Medicaid, for services that were not provided.
2. Falsifying documentation or records to justify claims.
3. Misrepresentation of the time, date, scope, or nature of services rendered.

Policy and Consequences It has always been La Excel Care's policy to prohibit and reject any form of fraudulent behavior. Engaging in fraud undermines the trust of our clients, damages our reputation, and exposes us to serious legal and financial repercussions.

Any employee found to be committing or assisting in fraudulent behavior will face severe consequences, which include:

1. Immediate disciplinary action, up to and including termination of employment.
2. Reporting of the incident to the appropriate authorities, including those responsible for investigating Medicaid fraud.

3. Potential civil and criminal penalties, as determined by law.

We urge all employees to remain vigilant and adhere strictly to our ethical standards and legal obligations. If you suspect or become aware of fraudulent activity, you are required to report it immediately to your supervisor or the compliance officer. Reports will be handled with confidentiality to the extent possible.

Your acknowledgment and adherence to this policy are critical to the integrity and success of La Excel Care. Please sign below to confirm that you have read, understood, and agreed to comply with this policy.

Thank you for your continued commitment to upholding our standards of excellence and integrity.

Sincerely,

Catrina McRunells

Program Director

La Excel Care

Acknowledgment of Policy

I, _____, have read and understood La Excel Care's policy on fraudulent behavior, including its definition, implications, and consequences. I agree to comply with this policy and understand that any violation may result in disciplinary action, including termination and reporting to legal authorities.

Employee Signature: _____

Date: _____