

# SELF-DIRECTED SERVICES: Employees



## OBJECTIVES

- Understanding fraud and the possible risks
- Assuring compliance with Federal and State laws
- Preventing fraudulent activities

## FRAUD PREVENTION PROGRAM

### UNDERSTANDING FRAUD

Your employer's goal is to create a better workplace and to improve and ensure the quality of services. Employers should:

- ⇒ Promote integrity and ethical behavior
- ⇒ Support high standards of conduct and demonstrate zero tolerance for fraud

### DEFINING FRAUD

The Centers for Medicare & Medicaid Services (CMS) defines fraud as an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to oneself or some other person. It includes any act that constitutes fraud under applicable State and Federal law.

### EXAMPLES OF FRAUD

- Accepting pay for time you did not work
- Recording more time than actually worked on a timesheet ("padding" time)
- Stating that tasks or procedures were completed when they were not
- Forging other employees' or the participant's signature
- Changing another person's timesheet or paperwork

### POTENTIAL CONSEQUENCES OF COMMITTING FRAUD

Fraud may result in significant penalties ranging from warnings to suspensions, termination, fines or jail time. If an employee gives false information or fails to report it, he/she could be convicted of a crime. The employee might have to pay large sums of money or go to jail for up to a year. If there is a reason to believe that the misconduct may violate criminal, civil, or administrative law, then your employer and the organization must promptly report the existence of misconduct to the appropriate Federal and State authorities.



## TAKING ACTIONS TO PREVENT FRAUD

### Practices to help prevent fraud:

- All employees sign an employment agreement where they acknowledge that they can and will be terminated if found to have committed fraud.
- All employees are required to pass a criminal and Office of Inspector General (OIG) background check.
- Participants and employees sign anti-fraud statements on every timesheet and mileage form.

### Components are in line with the employer's goals:

- Promoting integrity and ethical behavior
- Assuring compliance with all governmental laws, rules and regulations
- Supporting ethical standards, having high standards of conduct and demonstrating zero tolerance for fraud and abuse

## REPORTING FRAUD—IT'S THE LAW

As an approved provider or contracted agency with public health and human services departments, employers must comply with all applicable Federal, State, and local laws. Therefore, employers are charged by Federal and State law with the responsibility of identifying, investigating, and referring to law enforcement officials, cases of suspected fraud or abuse.



Fraud is a State and Federal crime against all taxpayers. Employees are mandatory reporters of any suspected fraud.

To report suspected Medicaid fraud, please call the Maryland Department of Health OIG Fraud Hotline at 1-866-770-7175.