

# STX Healthcare Management Services

## PROTOCOL FOR REPORTING NON-COMPLIANCE

All STX Healthcare Management Services colleagues are required to read and sign a statement indicating their reading and understanding of the STX Healthcare Management Services Code of Ethical Conduct and their responsibility to report non-compliance.

Colleagues are encouraged to address any concern first with their supervisor, unless due to circumstances, the colleague feels that interaction might be inappropriate. In the event that the colleague does discuss the issue with the supervisor and feels that it did not receive due consideration, he/she is encouraged to report to the Compliance Officer.

Colleagues will not be retaliated against for reporting fraud and abuse concerns and will remain anonymous, if at all possible. Colleagues will not always be privy to the results of investigative or corrective action. All reports will receive serious consideration and investigation, as warranted.

Reports may be submitted by:

1. Speaking with the colleague's supervisor or other management personnel.
2. Calling the Compliance Officer at 1-713-457-3438.
3. Emailing the Compliance Officer at [compliance@STXHealthcare.com](mailto:compliance@STXHealthcare.com)
4. Writing to the Compliance Officer at:  
6300 West Loop South, Suite 650  
Bellaire, Texas 77401
5. To file a report anonymously, call the ComplianceLine 24 hours a day / 7 days a week at 1-888-845-0813.

### COLLEAGUE STATEMENT

I have read and have had the opportunity to clarify any questions that I have regarding the Protocol for Reporting Non-Compliance and the STX Healthcare Management Services Code of Ethical Conduct. I understand that I am responsible for complying with stated policies and for reporting issues of non-compliance to my supervisor or to the Compliance Officer. I understand that I will not be retaliated against for such reporting and that my anonymity will be protected to the extent possible.

\_\_\_\_\_  
Colleague Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name