 SACVALLEY MEDSHARE	POLICY: <i>Code of Ethics</i>	POLICY NUMBER: <i>SVMS-23.002</i>
	Compliance Requirement	Author: Elizabeth L Steffen
None	Revised By: Elizabeth L Steffen	Revised Date: 12/18/2017

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of SacValley MedShare act with honesty, integrity and openness in all their dealings as representatives of SacValley MedShare. SacValley MedShare promotes a working environment that values respect, fairness and integrity.

II. Mission

To improve the quality and safety of healthcare across the North Central Valley, by sharing health information in a secure and efficient fashion between all providers, facilities and patients.

III. Vision

To become a model for inclusive provision of health information exchange across our diverse communities, that others may build upon to serve similar communities.


IV. Philosophy

SacValley MedShare aims to involve as wide a span across the spectrum of health provision in the region as possible, and to facilitate the provision of a truly patient-centric health record. Our rural location offers its own special challenges, but also has its own positive advantages. In order to provide services to all parties involved in the health care of the patient and population, SacValley MedShare will offer a variety of connection methods and data transfer technologies to meet the needs and budgets of all involved.

V. Governance

SacValley MedShare has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of SacValley MedShare and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Project Manager (PM), and ensures that the compensation of the PM is reasonable and appropriate;
- Ensures that the PM and appropriate staff provide the Board of Directors with timely and comprehensive information so that the board can effectively carry out its duties;
- Ensures that SacValley MedShare conducts all transactions and dealings with integrity and honesty;
- Ensures that SacValley MedShare promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that SacValley MedShare is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;

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- Ensures that policies of SacValley MedShare are in writing, clearly articulated and officially adopted;
- Ensures that the resources of SacValley MedShare are responsibly and prudently managed; and,
- Ensures that SacValley MedShare has the capacity to carry out its programs effectively.

VI. Legal Compliance

SacValley MedShare is knowledgeable of and complies with all state and federal, laws, rules, regulations and applicable international conventions.

VII. Responsible Stewardship

SacValley MedShare manages their funds responsibly and prudently. This should include the following considerations:


- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- SacValley MedShare compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Organizations that solicit funds have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Organizations do not accumulate operating funds excessively;
- Organizations with endowments (both foundations and public charities) prudently draw from endowment funds consistent with donor intent and to support the public purpose of the organization;
- Organizations ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of SacValley MedShare; and,
- All financial reports are factually accurate and complete in all material respects.

VIII. Openness and Disclosure

SacValley MedShare provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of SacValley MedShare. Basic informational data about the organization, such as the IRS Form 990, reviews and compilations, and audited financial statements will be posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent SacValley MedShare's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

IX. Program Evaluation

SacValley MedShare regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. SacValley MedShare is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the

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field. SacValley MedShare is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

X. Inclusiveness and Diversity

SacValley MedShare has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness (SVMS-18 and SVMS-PRO-012, current version). SacValley MedShare takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

XI. Fundraising

Organizations that raise funds from the public or from donor institutions are truthful in their solicitation materials. Organizations respect the privacy concerns of individual donors and expend funds consistent with donor intent. Organizations disclose important and relevant information to potential donors.


In raising funds from the public, organizations will respect the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the organization’s governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization’s most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

XII. Grantmaker Guidelines

Organizations that are grantmakers have particular responsibilities in carrying out their missions. These include the following:

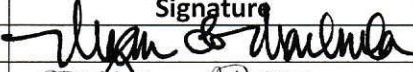
- They will have constructive relations with grantseekers based on mutual respect and shared goals;
- They will communicate clearly and on a timely basis with potential grantees;
- They will treat grantseekers and grantees fairly and with respect;
- They will respect the expertise of grantseekers in their fields of knowledge;

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- They will seek to understand and respect the organizational capacity and needs of grantseeking organizations; and,
- They will respect the integrity of the mission of grantseeking organizations.

XIII. Acknowledgement

All staff, board members and volunteers of SacValley MedShare shall read and understand this policy and sign the acknowledgement form indicating such.

Authorization	Name	Signature	Date
Board Chair	Myron Machula		02-01-2018
Project Manager	Elizabeth Steffen		01-31-2018


Reference:

Council on Foundations. (March 2016.) *The Code of Ethics for Nonprofit and Philanthropic Organizations*. Retrieved March 16, 2017 from <http://www.cof.org/Content/General/Display.cfm?contentID=156&>.


Attachments:

Attachment A: Code of Ethics Acknowledgement Form (1 page, page 5)

Version	Date	Author	Comment
.001	04/06/2017	E. Steffen	Initial release.
.002	12/18/17	E. Steffen	Minor grammar and "current version" added to policy references.

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Compliance Requirement	Author: Elizabeth L Steffen	Origination Date: 03/16/2017
None	Revised By: Elizabeth L Steffen	Revised Date: 12/18/2017

Attachment A: Code of Ethics Acknowledgement Form



**SACVALLEY
MEDSHARE**

The Health Information Exchange
for California's North Central Valley
P.O. Box 9217
Chico, CA 95927-9217

CODE OF ETHICS ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the SacValley MedShare Code of Ethics and will be responsible for obtaining all future amendments and modifications thereto.

I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each principle and provision of the SacValley MedShare Code of Ethics and Policies and will read and understand all of my obligations, duties and responsibilities under all future amendments and modifications thereto.

I understand that violations of the Code of Ethics or Policies may result in disciplinary action including suspension without pay and/or discharge.

I certify that this is a true and correct statement by my signature below:

My signature below indicates my receipt and understanding of the Code of Ethics and my intent to abide by it. I also verify that I have been provided with an opportunity to ask questions about the Code of Ethics.

Signature

Date

Printed Name

SVMS-FORM-085.001

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