



Joint Commission Policy Statement

IDR Healthcare, LLC ("IDR HC" or the "Company") looks forward to the partnership and opportunity to support you and your staffing needs! This Policy Statement will serve as your point of reference for standards, policies and procedures regarding the Joint Commission's Standards for Healthcare Staffing Services. IDR HC is committed to providing a higher standard of service and to the delivery of safe, quality patient care. As our client, you can have confidence that the processes within IDR HC have met the requirements established by the Joint Commission. To assure compliance with the Joint Commission Standards for Healthcare Staffing Services, IDR HC provides every client with a written description of the following service features.

1. Subcontractors

IDR HC will not engage subcontractors to provide Assigned Providers unless agreed to in advance by the client.

2. Floating

Assigned Providers may only be placed in assignments that match the job description for which IDR Healthcare assigns them; if an Assigned Provider is asked to float to another department with the client, the department must be a like department or unit and the float provider must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit. Assigned Providers should only be floated to areas of comparable clinical diagnoses and acuities.

3. Competency Review

It is the responsibility of IDR HC to conduct and finalize the pre-employment assessment of the Assigned Provider's competence based on the techniques, procedures, technology, and skills needed to provide care, treatment and services to the populations served by the client upon completion of IDR HC's orientation.

It shall be the responsibility of the client to cooperate in a review or evaluation of each Assigned Provider, relative to the provider's ability to perform specific job functions upon completion of provider's assignment or shift. IDR HC relies on the client's feedback in order to accurately assess and re-assess the competence of the Assigned Provider on an ongoing basis based on the client's report of clinical performance.

4. Orientation of Providers

IDR HC will provide all new providers with an orientation to the company's policies and procedures. It shall be the client's responsibility to orient assigned providers to the facility and its rules and regulations and to acquaint them with the facility policies and procedures, including dress code, physical layout and equipment and to validate competency and ability of Assigned Provider to properly use equipment.

5. Providers and Independent Contractors

As the provider of staffing services, IDR HC will be the employer of Assigned Providers and shall not by reason of their temporary assignment with the client through IDR HC become providers of the client. At its sole discretion IDR HC reserves the right to utilize Independent Contractors in addition to its providers, to assist in the provision of all agreed upon Healthcare Supplemental Staffing services.

6. Incident, Error, Tracking System

Upon notification of Incidents and or Errors, IDR HC shall document and track all unexpected incidents, including errors, sentinel events and other events, such as injuries and safety hazards related to the care and services provided, utilizing its data gathering tools. Information gathered, tracked, and analyzed is to be shared and reported appropriately to clients, regulatory bodies and the Joint Commission as required.

7. Communicating Occupational Safety Hazards/Events

It shall be the responsibility of the client to notify IDR HC within 24 hours of the event; any competency issues, incidents, and/or complaints related to the Assigned Provider and/or IDR HC. Client agrees to initiate communication with IDR HC whenever an incident/injury report related to the Assigned Provider is completed.

8. Requirements for Staff Specified

The requirements of staff sent to the client by IDR HC are to be determined by the client as part of the written agreement between the two parties. It is IDR HC's obligation to comply with the requirements of the client by supplying staff that have the documented competencies, credentials, health screening, and experience to satisfy the requirements specified by the client in order to deliver safe care to the population being served.

9. Conflicts of Interest

IDR HC to the best of its ability identifies conflicts of interest. IDR HC discloses all conflicts of interest to its clients. IDR HC annually reviews its relationships and its healthcare providers' relationships with vendors, clients, competitors and regulatory entities to determine conflicts of interest.

When conflicts of interest arise IDR HC discloses this conflict of interest when appropriate to whichever client may be involved or affected. IDR HC enforces that internal employees of IDR HC are not permitted to maintain additional employment, accept gifts (other than those of nominal value) or to allow payment on their behalf of any travel, living or entertainment expense by any person or organization currently doing business with or seeking to conduct business with IDR HC, unless approved by the client involved or potentially involved.

10. Staff Matching Requirements

IDR Healthcare shall verify the Assigned Provider's licensure, certification, education and work experience to assure they are competent and possess the skills and experience that match requirements for the assignment. Matching the Assigned Provider's licensure, certification, education and work experience to assure they are competent and possess the skills and experience matching the specified requirements of the

assignment may include the use of new grad practitioners upon the request or approval of the client.

The IDR HC office, located in Alpharetta, GA is open Monday through Friday from the hours of 8:00 a.m. – 5:00 p.m. Our local telephone number is (770) 671-0040 ext 7. Outside of normal business hours, in the event of an emergency please contact us at (770) 241-5525.

In the event of an emergency, natural disaster or other uncontrollable event, IDR HC will continue to provide service to you through our corporate network from a location where phones and computers are functional. IDR HC will do everything possible to support you in meeting your needs during crisis situation(s). A copy of our Emergency Management Plan is available upon request.

Our goal is to always provide you with a consistent level of service. If for any reason you are dissatisfied with our service or the service provided by one of our healthcare professionals, we encourage you to contact the local manager to discuss the issue. IDR HC has processes in place to resolve client complaints in an effective and efficient manner. If the resolution does not meet your expectation, we encourage you to call the IDR HC corporate office at (770) 671-0040. A corporate representative will work with you to resolve your concern. Any individual or organization that has a concern about the quality and safety of patient care delivered by IDR HC healthcare professionals, which has not been addressed by IDR HC management, is encouraged to contact the Joint Commission at www.jointcommission.org or by calling the Office of Quality Monitoring at (630) 792-5636. IDR HC demonstrates this commitment by taking no retaliatory or disciplinary action against providers when they do report safety or quality of care concerns to the Joint Commission.