

SKILLS, Inc. FALSE CLAIMS ACTS POLICY

SKILLS, Inc. (SKILLS) is committed to prompt, complete and accurate billing of all services provided. SKILLS personnel, contractors, agents and board members shall not make or submit any false or misleading entries on any bills or claim forms; and no employee, contractor or agent shall engage in any arrangement or participate in such an arrangement at the direction of another person, including any supervisor or manager, that results in such prohibited acts.

Further, it is the policy of SKILLS to detect and prevent fraud, waste and abuse in our programs by training management staff about their role in prevention, and by investigating incidents and offering staff a telephone number and address in which to discuss or report matters that are of concern around this policy.

Overview

The False Claims Acts are laws the Government uses to prevent and detect fraud, waste and abuse in federal and state programs. The False Claims Acts provide that anyone who “knowingly” submits false claims to the Government is liable for damages up to three times the amount of the erroneous payment plus mandatory penalties for each false claim.

The False Claims Acts define “knowingly” to mean that a person (1) has actual knowledge of the false claim; (2) acts in deliberate ignorance of the truth or falsity of the information; or (3) acts in reckless disregard of the truth or falsity of the information. For example, the False Claims Acts may be violated by the following acts:

- Knowingly presenting, or causing to be presented, a false or fraudulent claim for payment or approval by the state or federal government;
- Knowingly making or using, or causing to be made or used, a false record or statement to get a false claim paid or approved;
- Conspiring to defraud the Government by getting a false or fraudulent claim allowed or paid; or
- Knowingly making, using, or causing to be made or used, a false record or statement to conceal, avoid, or decrease an obligation to pay money or transmit property to the Government.

Applicability

Among other things, the False Claims Acts applies to claims submitted for payment by federal and state programs.

Examples

A few examples of actions that violate the False Claims Acts include knowingly:

- Billing for services that were not actually rendered;
- Charging more than once for the same service; and
- Billing for medically unnecessary services.

Employee Protection

The False Claims Acts prohibit discrimination by SKILLS against an employee for taking lawful actions in furtherance of an action under the False Claims Acts. Under the False Claims Acts, any employee who is discharged, demoted, harassed, or otherwise discriminated against because of lawful acts by the employee in furtherance of an action under the False Claims Acts is entitled to all relief necessary to make the employee whole. Such relief may include reinstatement, double back pay, and compensation for any special damages, including litigation costs and reasonable attorneys' fees.

General Principles

SKILLS shall provide training or information to all its employees and contractors/agents regarding this policy upon hiring and annually thereafter.

In addition, to assist in its efforts to detect and prevent fraud, waste and abuse, SKILLS conducts regular audits and monitoring procedures specific to the programs (such as chart reviews in our social services programs).

Reporting Non-Compliance

If a SKILLS employee, contractor or agent has any reason to believe that anyone is engaging in false billing practices, that individual shall immediately report the practice to a supervisor, management, or the Director of Human Resources by calling at (207) 938-0205, or submitting the concern in writing to:

SKILLS, Inc.
Director of Human Resources
461 Hartland Road
PO Box 65
St. Albans, ME 04971

Non-Retaliation

SKILLS will not retaliate against any employee, contractor or agent for taking any lawful action under the False Claims Acts.

This policy shall be available on the agency's website and intranet.