

Peak Wellness May 1 2017 50 Code of Conduct posters
New product

8294

Christie Printing Service
P.O. Box 3057 | Cheyenne, WY 82003-3057
Phone: 630.464.9391 | email : CPrint@ChristiePrinting.com



FOR USE BY CHRISTIE PRINTING
Complete: 6-16-2017
Billed: 5-23-2017
Entered: 5-23-2017
Delivered: 5-23-2017 # 578897
Received: 5-22-2017

Purchase Order No. **8294**

TO: Modern Printing—**Brian**
600 S 3rd St
Laramie, WY 82070

INVOICE TO:
Christie Printing Service
1603 Capitol Ave, Suite 413
Cheyenne, WY 82001

SHIP TO:
Christie Printing Service
1603 Capitol Ave, Suite 413
Cheyenne, WY 82001

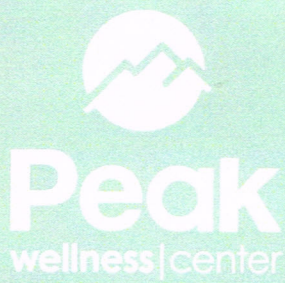
ORDER DATE	DATE REQUIRED	SHIP VIA	F.O.B.	
5-8-2017		Cheapest way; Prepaid and add to our invoice.	For Resale Yes	For Use
Terms	Quote Brian's quote 5-5-2017 approved			
QUANTITY		PLEASE SUPPLY ITEMS LISTED BELOW	UNIT	PRICE
ORDERED	UNIT			
50 exactly		Provide a PROOF for approval prior to printing. Code of Conduct poster • Finished size 11" x 17" • 80# gloss text • Printed in color on 2 sides • PDF file provided This is a new product so no past order information is available		
IMPORTANT Our Purchase Order Number MUST appear on invoices from you to us, packages & correspondence. Acknowledge if unable to deliver by date required			BY: <u>Cynthia L. Duke</u>	

COST
\$75.19
\$ 0.00 f reight
\$75.19
I= 23961 Date: 5-19-2017
Paid ck #: 5759 Date: 6-1-2017
Notes for Cynthia: **Reorder inquiry: 1-1-2018**

PRICE
Deliver to Janet
\$90.98
\$ 0.00 freight
\$90.98
\$ 0.00 EXEMPT 5% Tax
\$90.98
Paid ck #: 6345 Date: 6-15-2017

5/16/17 OK per Janet

5/16/17



Ethical Codes of Conduct & Compliance

1

Knowledge

Keep knowledgeable of the ethical code of the professional license that you hold, and abide by it.

2

Safety

Practice in a manner, which is in the best interests of the public and does not endanger the public health, safety, or welfare.

3

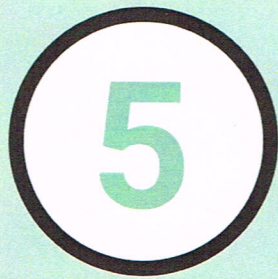
+ Interaction

Interact with other staff, clients, and the community in a polite, honest, fair, respectful, and non-abusive manner. Physical punishment of clients or sexual intimacy with clients is never appropriate.

4

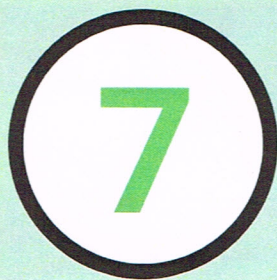
Consultation

For clients receiving services from other agencies or colleagues, assume clinical responsibility only after providing appropriate notice and/or consultation with that agency or colleague.



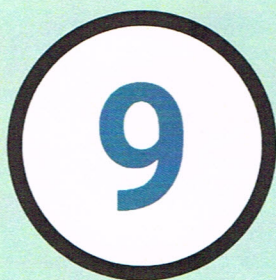
Coordination

Coordinate services with other providers and family members in cooperation with the client receiving the services, including appropriate discharge planning.



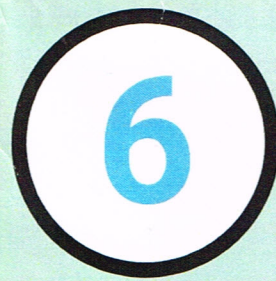
Justification

Be able to justify all services rendered to clients as necessary for diagnostic or therapeutic purposes.



Documentation

Develop and maintain accurate and timely documentation of all services according to PWC policies and procedures.



Information

Provide clients with accurate, complete and understandable information regarding the extent and nature of the services available to them, including their risks, rights, opportunities, and obligations, and the fees charged for those services.



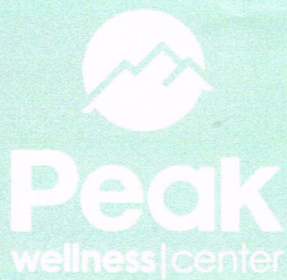
Termination

Terminate services when such services are no longer required or no longer serve the client's needs. However, if services are withdrawn, do this in such a manner as to avoid harm to the client.



Competency

Practice within the competency areas for which you are trained and experienced, unless closely supervised for the purpose of expanding areas of competence.



Ethical Codes of Conduct & Compliance

11

Advice

Seek the advice and counsel of colleagues and supervisors whenever such consultation is in the best interest of a client. Seek the advice of Human Resources for all Personnel related matters.

12

Best Practices

Keep current with emerging knowledge regarding best practices within your field and base your practice upon this knowledge.

13

Privacy

Respect the privacy of clients and hold in confidence all information obtained in the course of treatment. Only disclose client information or records to others outside the agency with the written consent of the client to do so, except in cases of imminent life-threatening danger to the client or others, or when court ordered to do so, or as otherwise indicated in the client's Privacy Notice. Only access client information on a need to know basis and always maintain privacy and security of all client information in accordance with policies and procedures.

14

Boundaries

Set boundaries and refrain from damaging dual relationships with clients which compromise the client's well-being or impair your objectivity and professional judgment including, but not limited to, the counseling of close friends or relatives, engaging in sexual intimacies with a client or former client, or engaging in business, commercial or political enterprises with clients. The witnessing of documents shall be limited to those intended for treatment purposes (e.g. authorizations to release information).

15

No Discrimination

Do not practice or facilitate discrimination on the basis of race, color, national origin, sex, age, disability, religion, or sexual orientation.

16

Media

Provide public information and marketing information about PWC in a straightforward, accurate, honest, and non-deceptive manner. Consult with the Chief Operations Officer, clinic director and/or the CEO prior to any contact with the media.

17

Relationships

PWC staff shall maintain business relationships in a fair, honest and respectful manner.

18

Conflict of Interest

Avoid involvement in private business or other activities, including but not limited to personal fund raising that may conflict with the best interests of PWC.

19

Gifts

Staff members do not exchange, solicit, encourage or accept gifts personal property, money, gratuities or benefits if it could be reasonably seen as an inducement to act in a particular way or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity.

20

Violations

Report to the administrators of PWC known or suspected violations of the laws of the US, the State of Wyoming or violations of this and other applicable professional codes of ethics.

21

Report

In the event that an ethics or "conduct" violation is suspected, the Center is committed to the expeditious and objective investigation and resolution of the violation, and to the greatest extent possible, corrective action to prevent future occurrences. If a staff member has a concern that an ethics violation may have occurred, they are to report their concern.