

Accreditation Program – Hospital Affiliation Attestation Statement



Based upon the NC Association of Free & Charitable Clinics Accreditation Matrix of Standards & Indicators,

I (print full name of hospital representative) , hereby attest that as an affiliate of (print name of hospital); (print name of member organization) has policies and procedures in place that meet compliance for the following standards/indicators.

II. Financial and Charitable Fund Development – Indicators:

- A. The organization collects and pays to the State of North Carolina sales tax on products the organization sales, if applicable.
- B. The organization has applied for local property tax exemption, if applicable.
- C. As applicable, the organization has financial policies and procedures in place the include the following
 1. Processing of donations and receipts.
 2. Handling of cash.
 3. Managing purchases and expenses, including credit card purchases, establishing limits on purchases, and for securing necessary approvals for purchases above established limits.
 4. Acquisition and disposition of organizational equipment, including a process for accurately recording purchase value, depreciation, and disposal costs and value.
 5. For processing payroll and taxes.
 6. Financial reporting to management and the board.
 7. 45-day operating reserve is in place.
 8. Budget development and approval.
 9. Internal financial statements, prepared at least quarterly are provided to the board of directors and identify and explain any material variation between actual and budgeted revenues and expenses.
- D. The organization has a policy and procedure in place for acceptance and distribution of charitable gifts and grants.
- E. The organization has a policy and procedure in place that ensures fair and open compensation for procurement of goods and services.
- F. The organization has adopted and abides by the Association Fundraising Professionals (AFP) Code of Ethical Standards (Adopted 1964: amended Oct. 2014).

IV. Human Resources and Legal – Indicators:

- A. The organization has written policies and procedures for employees and volunteers that as applicable, include:
 - Organization’s Mission
 - Work At-Will Status
 - Classification of Employees
 - Exempt/Non-exempt Employees/Overtime Pay
 - Non-Discrimination/Equal Opportunity to staff & volunteers on the basis of race, color, religion, sex, natural origin, age or disability.
 - Confidentiality
 - Codes of Ethics and Conduct
 - Conflict of Interest

A. Continued:

- Whistle Blower Non-Retaliation
- Employees/Volunteers do not accept gratuities or favors from parties to a contract, vendors or prospective vendors.
- Grievance Procedures
- Sexual Harassment & Sexual Misconduct Prevention
- Hours, of Work, Attendance and Punctuality
- Leaves – Holidays – Vacations
- Employee Benefits
- Employee Performance Procedures
- Compensation Management
- Professional Development
- Workplace Violence
- Inclement Weather
- Business Travel & Expense Reimbursement
- Use of property owned by the organization
- Computer and Internet Use
- Orientation
- Job Descriptions
- Employee/Volunteer understanding and acknowledgement of policies and procedures

C. The organization's Board has agreed upon a policy for taking public stands on pertinent issues and ensures that the activities of the organization are strictly non-partisan.

D. The organization has filed with the Employment Security Commission, if applicable.

E. The organization withholds and files quarterly payroll tax forms and files 1099 forms for contract employees.

V. Risk Management – Indicators:

C. The organizations has policies and procedures in place for credentialing of all health care professionals.

L. The organization has an assigned Safety Coordinator that performs a site specific hazard analysis per OSHA requirements.

M. The organization maintains a site specific OSHA Manual that includes policies/procedures that as applicable address OSHA standards and guidelines for:

- General Safety
- Emergency Action Plan
- Bloodborne Pathogens
- Hazard Communications
- Tuberculosis
- Ergonomics
- Employee Training
- Record Keeping

S. As applicable, the organization has insurance coverage in place for property, general liability, directors and officers and professional liability (malpractice).

Hospital Representative Signature

Date_____