

Mandated Reporting

Incidents

Abuse, Neglect, Missing Persons, Mistreatment, Serious Injury, Criminal Act, Hospitalization or Violation of Rights

**Reportable and Serious Reportable Incidents:
You must report IMMEDIATELY.**

**You must speak directly to your
Supervisor or Director.**

Voicemail and E-Mail are NOT ACCEPTABLE

**If your Supervisor and Director are not
available call the QA Department at
(585) 394-9510**

Privacy

Name, DOB, SS#,
Diagnosis, Services
Provided or Address

**Unauthorized disclosure of PHI (protected
health information) (verbal, written or
electronic) must be reported to the Privacy
Officer: Joanne Huenemoerder-Dohse
at (585) 394-9510 or
jhd@happinesshouse.org**

Compliance

Fraud, Unqualified
Providers, Excessive or
Inadequate Services,
Documentation or Billing
Concerns

**Compliance Officer:
Joanne Huenemoerder-Dohse
Call (585) 394-9510 and ask for Joanne or
E-mail: jhd@happinesshouse.org
Anonymous Reporting: please call the
Hotline: (315) 781-1932 ext: 7171
Your written concern may also be sent to
Joanne; and you can notify your Director of
any concern.**

