

DUTY TO REPORT

Employee Responsibility



See Something, Say Something

As Quest employees, we all have a duty to report when we become aware of something that doesn't seem right, even when we're not in a position to resolve it. Provide as many details as you have, so that a thorough investigation can be performed.

Examples:

- Use of cheat sheets for test ordering or diagnosis codes
- Gifts and Entertainment violations
- Client using / taking Quest's IOP supplies
- Misdirected lab reports bills (to clients, patients, and others)
- Lost specimens/ requisitions
- Inappropriate use of PHI, such as posting PHI to social media
- Inappropriate disposal of PHI
- Sending PHI electronically in an unsecure manner
- Unauthorized persons access to PHI
- Any other safety, HR, compliance concerns or violations



Why It's Important

Reporting is designed to prevent, detect & correct violations. This helps us protect our business, trust with patients, and even careers.



Report Immediately

Any suspected violations are to be reported as soon as you become aware of it. In some cases there are strict deadlines for Quest to take action.



It's Time to Take Action

Talk to your supervisor, manager, director or inform the HR, Compliance, Legal Departments. You also have the option to report anonymously by using the CHEQline:

800-650-9502 or online @ www.mycompliancereport.com (ID:QDI).

For additional information, check out our [Duty to Report SharePoint page](#)