

RIDGELINE MEDICAL

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Welcome to Ridgeline Medical

Thank you for joining Ridgeline Medical. We hope you agree that you have a great contribution to make and that you will find your employment a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with us will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality health care. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of our team, you will be expected to contribute your talents and energies to further improve the environment and quality of this company.

This Employee Manual may provide answers to most of the questions you may have about Ridgeline Medical, as well as company policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss any question you may have with the Administrator.

Notice

This Employee Manual has been prepared to inform you of Ridgeline Medical philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

The policies in this Employee Manual are to be considered as
guidelines:

Ridgeline Medical, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.

Any such action shall apply to existing as well as to future employees.

Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.

Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

No one other than the Partners may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.

No statement or promise by a supervisor, manager, or administrator, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces all other Ridgeline Medical policies whether written or oral.

General Employee Safety

Ridgeline Medical is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and all employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Ridgeline Medical will maintain safety and health practices consistent with the Health Administration standards for our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask the administrator for assistance. Any suspected unsafe condition and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that the administrator make the safety of employees an integral part of his/her regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the administrator. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, the administrator and Employee need to fill out a "Report of Accident Form" in case medical treatment is later needed and to ensure that the existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Forms must be completed in all cases in which an injury requiring medical attention has occurred.

Federal Law requires that we keep records of all illnesses and accidents which occur during the workday. The Idaho Worker's Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect worker's compensation payments as well as health benefits. Should you have any questions or concerns, contact the administrator for more information.

What can you expect from Ridgeline Medical

We believe in creating a harmonious working relationship between all employees. In pursuit of this goal, Ridgeline Medical has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people based on skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly.
with the objective of being competitive in these areas consistent with sound business practices.
5. Provide vacation, sick leave, and holidays to all eligible employees.
6. Provide eligible employees with health benefits.
7. Assure employees an opportunity to discuss any issue or problem with management.
8. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that it is practical.
9. Respect individual rights and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide an office that is orderly and safe.
12. Promote employees based on their ability and merit.

What Ridgeline Medical Expects from You

We need your help in making each working day enjoyable and productive. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasant as possible. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom Ridgeline Medical serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire services offered by Ridgeline Medical.

Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We expect you to voice your opinions and contribute your suggestions to improve the quality of Ridgeline Medical.

Remember, you help create the pleasant and safe working conditions that Ridgeline Medical intends for you. The result will be better performance for the company overall, and personal satisfaction for you.

Open Communication Policy

Ridgeline Medical encourages you to discuss any issue you may have with a co-worker directly. If a resolution is not reached, please arrange a meeting with your office administrator to discuss any concern, problem or issue that arises during your employment. Remember that it is counterproductive to a harmonious workplace for employees to create or repeat company rumors or office gossip.

Employment

Your employment with Ridgeline Medical is at-will. This means that neither you nor Ridgeline Medical has entered a contract regarding the duration of your employment. You are free to terminate your employment with Ridgeline Medical at any time, with or without reason. Likewise, Ridgeline Medical has the right to terminate your employment, or otherwise discipline, transfer, demote you at any time, with or without reason, at the discretion of Ridgeline Medical.

No employee of Ridgeline Medical can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without written approval from the Partners.

Arbitration Policy

If an employment dispute arises while you are employed at Ridgeline Medical, Ridgeline Medical request that you agree to submit any such dispute arising out of your employment or the termination of your employment {including, but not limited to, claims of unlawful termination based on race, sex, age, national origin, disability, breach of contract or any other bias prohibited by law} exclusively to binding arbitration under the Federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration under the above provisions. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by Ridgeline Medical or you, and no other action can be brought by employees in any court or any forum.

By simply accepting or continuing employment with Ridgeline Medical, you automatically agree the arbitration is the exclusive remedy for all disputes arising out of or related to your employment with Ridgeline Medical and you agree to waive all rights to a civil court action regarding your employment and the termination of your employment with Ridgeline Medical; only the arbitrator, and not a judge nor a jury, will decide the dispute.

If you decide to dispute your termination or any other alleged incident during your employment, including but not limited to unlawful discrimination or harassment, you must deliver a written request for arbitration to Ridgeline Medical within one {1} year from the date of termination, or one {1} year from the date on which the alleged incident{s} or conduct occurred, and respond within fourteen {14} calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If Ridgeline Medical does not receive a written request for arbitration from you within one {1} year, or if you do not respond to any communication from Ridgeline Medical about the arbitration proceedings within fourteen {14} calendar days, you will have waived any right to raise any claims arising out of the termination of your employment with Ridgeline Medical, or involving claims of unlawful discrimination or harassment, in arbitration and in any court or other forum.

You and Ridgeline Medical shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and the court reporter, if any, shall be shared equally by the parties.

Termination of Your Employment

Ridgeline Medical will consider you to have voluntarily terminated your employment if you do any of the following:

- A. Resign from Ridgeline Medical.
- B. Fail to return from an approved leave of absence on the date specified by Ridgeline Medical.
- C. Fail to report to work or call in for three {3} or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Ridgeline Medical policies. However, your employment is at-will, and you and Ridgeline Medical have the right to terminate your employment for any or no reason.

Confidential Information

Upon accepting employment with Ridgeline Medical, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any Ridgeline Medical confidential information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with Ridgeline Medical assumes an obligation to maintain confidentiality, even after you leave our employ.

No one is permitted to remove or make copies of any Ridgeline Medical documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Customer Relations

Below are several things you can do to help give clients a good impression of Ridgeline Medical. These are the building blocks for our continued success.

1. Your behavior influences the behavior of the patient. Have a positive attitude in patient interactions. Place the patient first. Be responsive and attentive.
2. Act competently and deal with patients in a courteous and respectful manner.
3. Always communicate pleasantly and respectfully with other employees.
4. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests and perform all duties in an orderly manner.
5. Take great pride in your work and enjoy doing your very best.
6. Treat others, as you would like to be treated.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Equal Employment Opportunity

Ridgeline Medical is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Ridgeline Medical complies with the law regarding reasonable accommodation for handicapped and disabled employees.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any person believes he or she has been discriminated against.

Any employees, including management, involved in discriminatory practices will be subject to termination.

Harassment Policy

Ridgeline Medical intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort — verbal, physical, visual — will not be tolerated, particularly against employees in protected classes. These classes include but are not limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What is Harassment?

Workplace harassment can take many forms. It may be, but not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, contact or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and take retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All Ridgeline Medical employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the administrator or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether the victim wants the company to do so.

Reporting

While Ridgeline Medical encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the administrator immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to the administrator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality

cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Ridgeline Medical will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Ridgeline Medical accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Ridgeline Medical may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workplace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Ridgeline Medical policy to download inappropriate pictures or materials from computer systems.

Ridgeline Medical prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

Ridgeline Medical will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Employee Background Check

Prior to becoming an employee of Ridgeline Medical, a job-related background check may have been conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks and education confirmation.

Criminal Records

In response to Ridgeline Medical zero-tolerance violence in the workplace policy, Ridgeline Medical may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect Ridgeline Medical's interest and that of its employees and clients.

Standards of Conduct

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Ridgeline Medical and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose, of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

We expect each person to always act in a mature and responsible way. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your administrator for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the

at-will nature of your employment; either you or Ridgeline Medical may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any company rule; any action that is detrimental to Ridgeline Medical's efforts to operate profitably.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
4. Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on company property or while on duty.
5. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing Ridgeline Medical, fighting, or provoking a fight on company property or negligent damage of property.
6. Insubordination or refusing to obey instructions properly issued by the administrator pertaining to your work; refusal to help on a special assignment.
7. Threatening, intimidating, or coercing fellow employees on or off the premises at any time for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of company property or the property of fellow employees, clients, suppliers, or visitors in any manner.
9. Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
10. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Ridgeline Medical; alteration of company records or other company documents.
11. Violating the non-disclosure agreement; giving confidential or proprietary Ridgeline Medical information to competitors or other organizations or to unauthorized Ridgeline Medical employees; working for a competing business while a Ridgeline Medical employee; breach of confidentiality of personnel information.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

13. Immoral conduct or indecency on company property.
14. Conducting a lottery or gambling on company premises.
15. Unsatisfactory or careless work.
16. Any act of harassment, sexual, racial, or other; telling sexist or racist jokes; making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your administrator; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of company telephone or cell phone for personal calls.
20. Smoking in restricted areas or at non-designated times, as specified by company rules.
21. Creating or contributing to unsanitary conditions.
22. Failure to report an absence or late arrival, excessive absence, or lateness.
23. Buying company merchandise or taking company samples for resale or personnel use.
24. Obscene or abusive language toward any employee or client; indifference or rudeness towards a client or fellow employee; any disorderly/antagonistic conduct on company premises.
25. Failure to use your timecard, alteration of your own timecard, records, or attendance documents. Punching or altering another employee's timecard or records or causing someone to alter your timecard or records.
26. Talking with other employees about wages, salaries, bonuses or raises.

Disciplinary Actions

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, the administrator is expected to follow the procedure outlined below. There may be situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the company may decide to repeat a disciplinary step.

Discipline Procedures

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Verbal Reminder
2. Written Warning
3. Decision-Making \$0.00 Paid Leave / Counseling Session
4. Termination

To ensure that Ridgeline Medical business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, the administrator will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Step One: Verbal Warning

Your administrator will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule of performance expectation is and to remind you that it is your responsibility to meet Ridgeline Medical expectations.

You will be informed that the Verbal reminder is the first step of the discipline.

procedure. Your administrator will fully document the Verbal Warning, which will remain in effect for {6} months.

Step Two: Written Warning

If your performance does not improve within {7} days, or if you are again in violation of Ridgeline Medical practices, rules or standards of conduct, your administrator will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your administrator will advise you that you are now at the second formal level of disciplinary action. In this meeting, the administrator will write a memo to you summarizing the discussion and your agreement to change.

The Written Warning will remain in effect for {6} months.

Step Three: Decision-Making Leave / Counseling Session

If your performance does not improve within {7} days following the Written Warning, or if you are again in violation of Ridgeline Medical practices, rules, or standards of conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of Ridgeline Medical disciplinary process.

Decision-Making Leave is a \$0.00 pay, one {1} day disciplinary suspension. Employees on Decision-Making-Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all the company's practices, rules and standards of conduct, or to quit and terminate their employment with Ridgeline Medical.

If your decision following the Decision-Making Leave is to return to work and abide by Ridgeline Medical practices, rules and standards of conduct, your administrator will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next {7} days, you may be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated.

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of Ridgeline Medical records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs, or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. Ridgeline Medical reserves the right to terminate employment at any time, with or without reason. Additionally, Ridgeline Medical reserves the right to prosecute any employee for any of the above infractions.

Introductory Period

Your first {90} days of employment at Ridgeline Medical are considered an Introductory period. During that period, you will not be eligible for benefits described in this Employee Manual unless otherwise required by law. This Introductory Period will be a time to know your fellow employees, your administrator and the tasks involved in your job position, as well as becoming familiar with Ridgeline Medical's services.

This Introductory Period is a "getting acquainted" time for both you as an employee and Ridgeline Medical as an employer. During this Introductory Period, Ridgeline Medical will evaluate your suitability for employment and you can evaluate Ridgeline Medical as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and Ridgeline Medical may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your administrator will discuss your job performance with you.

A former employee who has been rehired after a separation from Ridgeline Medical of more than {1} year is considered an introductory employee.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and as required by federal law, to sign Federal Form 1-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Ridgeline Medical may be obliged to terminate your employment.

Attendance

Ridgeline Medical would like you ready to work at the beginning of your assigned daily work hours and to complete your various projects by the end of your assigned work hours.

Absence and lateness

From time to time, it may be necessary for you to be absent from work. Ridgeline Medical is aware that emergencies, illnesses or pressing personal business that cannot be scheduled outside your work hours may arise; sick days or vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your administrator immediately. If you know in advance that you will need to be absent, please request this time off directly from the administrator.

Absence from work for {1} day without notifying the administrator will be considered a voluntary resignation.

Meal and Break Periods

You are entitled to {2} - {15} minute breaks each day. These breaks should be coordinated with your co-workers to always maintain adequate coverage. The lunch hour is between 1:00 p.m. & 2:00 p.m. though some days variations may occur do to scheduling.

Severe Weather and Emergency Conditions

In case of severe weather conditions or other emergencies, the Partners may decide to close Ridgeline Medical for the remainder of the day. In such cases, you will be paid only for time at work.

Employment Classifications

At the time you are hired, you are classified as Full-time, Part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by Ridgeline Medical apply to all employees, except for certain wage, salary and time off limitations applying only to "non-exempt" employees.

Full Time Employees

An employee who has successfully completed their introductory period {see Introductory Period Policy} and who works at least {32} hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon your return to work, if you were not laid off for longer than {1} year.

If you were a full-time employee and have been on an approved leave of absence, upon your return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave and work a minimum of 40 hours.

Part-Time Employees

An employee who works less than 40 hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Temporary Employees

From time to time, Ridgeline Medical may hire employees for specific periods of time or for completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Non-Exempt and Exempt Employees

Exempt employees are administrators, doctors, physician assistants, nurse practitioners' owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by Federal Labor Standards Act {FLSA} and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired or promoted.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at Ridgeline Medical has been assigned to the administrator. Questions regarding insurance, wages and interpretation of policies may be directed to the administrator.

Upon experiencing a family status change, please notify the administrator within 31 days for benefit modifications, if necessary.

Wages and Salary Policies

It is Ridgeline Medical desire to pay all employee's wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Ridgeline Medical applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Several factors may influence your rate of pay. Some of the items Ridgeline Medical considers are the nature and scope of your job and what other employers pay their employees for comparable jobs. Ridgeline Medical pays their employees for comparable positions and individual performance.

It is Ridgeline Medical's goal to have a current Job description on hand which broadly defines your job responsibility.

Pay Period and Pay Cycle

Our payroll work week begins on a Sunday at 12:01 a.m. and runs for {2} weeks and ends on Saturday at 12:00 midnight. Paychecks will be issued the following Monday.

Changes will be made and announced in advance whenever Ridgeline Medical holidays or closing interfere with the normal pay schedule

Computing Pay

Ridgeline Medical will compute your time based on a {40} hour work week. Any Employee not on salary will receive over-time pay for hours worked over {40} hours in a {1} week period.

Mandatory Deductions from Paycheck

Ridgeline Medical is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your Federal, State, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information, you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the administrator immediately. Only you may modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Ridgeline Medical is ordered to make such deductions.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the administrator immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half {1-1/2} times your regular hourly wage for approved hours worked over {40} hours in {1} week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked more than a {40} hour work week.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by clock cards.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard. Tampering with another's time record is cause for disciplinary action, up to and including possible termination of both employees. In the event of an error in recording your time, please report the matter to the administrator immediately.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified and at the time of deduction charged a handling fee.

Ridgeline Medical acts in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Performance and Compensation reviews

Because we want you to grow and succeed in your job, Ridgeline Medical conducts a formal review {1} time per year for each employee. New employees may be reviewed near the end of their introductory period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your administrator may cover the following areas:

The quality and quantity of your work

Strengths and areas for improvement

Initiative and teamwork

Attendance

Customer service orientation

Problem solving skills.

Ongoing professional growth and development

Additional areas may also be reviewed as they relate to your specific job

Your administrator can answer any questions you may have about the performance review process.

Compensation Reviews

Ridgeline Medical compensation reviews are usually given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted. Compensation increases may be retroactive in the case of late reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or company performance.

An individual's pay will depend on how consistently he/she performs over a given period. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, Ridgeline Medical periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position and that such change is recognized and adequately compensated.

Benefits

A good benefits program is a solid investment in Ridgeline Medical employees. Ridgeline Medical will periodically review the benefits program and will make modifications as appropriate to the company's condition. Ridgeline Medical reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all the benefits described in this Employee manual as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents.

Part-time employees are not eligible for benefits except those benefits specifically required by law, if you meet the minimum requirements set forth by law and in the benefit plans.

Temporary employees are not eligible for benefits.

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

Group Insurance

Ridgeline Medical is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family if you are a regular full-time employee and have worked for a minimum of {12} months. You become eligible for coverage on the 1st of the month following your {1} year date of hire.

The following benefits are provided.

Medical Care Coverage

Due to high cost of Health insurance and variable health plans that may meet different needs of every employee, Ridgeline Medical recognizes that one plan does not fit all. That is why Ridgeline Medical will pay 400.00 per month to an eligible employee that has a family and 200.00 a month to an eligible employee that has no family. This money can be used towards a Health insurance policy of choice.

Because Ridgeline Medical is a healthcare facility, all employees, and their immediate families {husband, wife, son's or daughter's} that need medical care, can be seen for \$20.00 per visit with a medical provider. Medications or costs of product will be at employee's expense.

Government Required Coverage

All employees are entitled to Worker's Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned duties. This job-injury insurance is paid for by Ridgeline Medical. If you cannot work due to a job-related injury or illness, Worker's Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illness arising out of the scope of your employment must be reported to the administrator immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight.

Although Ridgeline Medical will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Worker's Compensation payments for lost wages are not made for the first {7} days you are unable to work including weekends.

Employees returning to work after being absent due to a work-related injury must report to the administrator prior to beginning work and may be required to bring a doctor's clearance for returning to work.

Unemployment Compensation

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Ridgeline Medical is required to deduct this amount from each paycheck you receive.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on line at www.ssa.gov.

Retirement Plan {401K}

When Ridgeline Medical has a Retirement Plan all full-time employees will be eligible to participate in the Retirement Plan. Participation in the Plan begins on the 1st day of the month following {1} full year of service. For more details about the 401K plan, talk to the administrator.

Holidays

All full-time employees are eligible for holiday pay after completion of their introductory period. Holiday pay is based upon your hourly rate. For salaried employees there is no holiday pay.

The following holidays are recognized by Ridgeline Medical as paid holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

You may take time off to observe your religious holidays. If available, a full day of unused vacation leave may be used for this purpose, otherwise you will not be paid for this time off. Please schedule the time off in advance with the administrator.

All National Holidays are scheduled on the day designated by common business practice.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence or receiving unemployment benefits.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

Paid Time Off

Paid Time Off {PTO} may be taken as vacation time, to allow you to rest relax and pursue special interests. PTO may also be used during an employee's own illness, to care for an ill child or for medical, legal, or other personal business appointments which can only be scheduled during business hours. Ridgeline Medical has provided PTO as one of the many ways in which we show our appreciation to our employees, whom we view as our most valuable assets.

Only Full-time employees are eligible to accrue PTO. Part-time employees are not eligible.

PTO hours will start accruing after your {90 day} introductory period.

Amount of PTO

Years of Employment	Total Per Year {In Hours}
Up to 2 Years	40
2 to 3 Years	80
4 Plus Years	120

PTO Policies

Except in the case of illness, all PTO must be scheduled at least {30} days in advance with the administrator. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with everyday operations and therefore, must be approved by the administrator in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

Normally, only accrued PTO may be taken. You may not receive advanced PTO without written authorization from the administrator. Such authorization is at the discretion of Ridgeline Medical, but not to exceed {2} days and must be granted in advance of your time off. Any amount of advanced PTO paid but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

If you are on an approved leave of absence for less than {30} days, your PTO eligibility will not be affected. If the leave extends beyond {30} days, PTO will not continue to accrue.

If you have unused and accrued PTO hours upon the termination, or layoff of your employment with Ridgeline Medical, you will be paid for that time at your regular base hourly rate. In case of termination of your employment, you must give the administrator {2} weeks advance notice of your leaving to qualify for receiving your PTO.

Accumulation Rights

Employees are encouraged to use their PTO to take regular time off each year. If they do not use their PTO in any given year, it may be accrued up to 3 weeks {96 hours} at which time it will be paid out at regular hourly rate for the extra accrued time.

If you so choose some or all PTO can be cashed out at your year-end anniversary every year.

Other Paid Leave

There are no additional Paid days off. Any sick days, holiday, vacation, funeral services, jury duty etc. must be subtracted from accrued PTO. If there is no PTO and you chose to take that time off it will not be paid time off.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify the administrator within {48} hours of receipt of the jury summons.

Ridgeline Medical will allow you take the appropriate time off to fulfill your civic duty. You may use your vacation or sick time if any is available. Otherwise, it will be an unpaid leave of absence.

You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty.

Unpaid Leave

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from your duties at Ridgeline Medical. It is the policy of Ridgeline Medical to allow its eligible employees to apply for and be considered for certain specific leaves of absence. If the administrator approves this leave of absence it will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform the administrator of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the administrator. Each request shall provide sufficient details such as reason for leave and the accepted duration of the leave.

In general, a leave of absence is an official authorization to be absent from work WITHOUT PAY for a specified period.

Employees are eligible if they have been full time for at least {1} year.

Upon completion of a leave granted, you shall be reinstated to your original position, or an equivalent one.

If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

You must use any accrued vacation or sick paid time off, during your leave of absence.

Other benefits such as retirement, sick pay, vacation pay and the like shall not accrue during any such leave period.

During a period of disability, you may be eligible for disability pay benefits. Ridgeline Medical disability policy will follow the laws of the state.

Disability {Including Pregnancy} Leave of Absence.

Ridgeline Medical may grant an unpaid leave of absence for illness, disability, or pregnancy. {Pregnancy is treated, for the purpose of this policy, the same as an illness or disability.}

An approved disability leave may be granted for up to {90} days. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

Employees who must remain away from work for more than the period allowed, will be considered terminated from employment. They are welcome to re-apply subject to Ridgeline Medical's usual hiring policies.

Military and Reserves Leave of Absence

Employees who serve in the U.S. military may take the necessary time off WITHOUT PAY to fulfill this obligation and will retain all their legal rights for continued employment under existing laws. You are expected to notify the administrator as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Leaves of Absence.

While you are on any type of leave of absence from Ridgeline Medical, you will not be eligible for any benefits.

Safety

Ridgeline Medical is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health safety related issues must be reported immediately to the administrator. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an accident report form must be completed in case medical treatment is later needed and to ensure that an existing safety hazard is corrected. The employee's claim form for Worker's Compensation Benefits must be completed in all cases in which an injury requiring medical attention has occurred. If you fail to report an injury, you may jeopardize your right to collect Worker's Compensation payments as well as health benefits.

Security Checks

Ridgeline Medical may exercise its right to inspect all packages and parcels entering and leaving our premises.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces in front of our building are for customers only. Remember to lock your car every day and park within the specific areas. Ridgeline Medical is not responsible for any loss, theft or damage to your vehicle or any of its contents.

Weapons

Ridgeline Medical believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Ridgeline Medical prohibits all persons who enter company property from carrying a handgun, firearm, or other prohibited weapons of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other person who have been given written consent by Ridgeline Medical to carry a weapon on the property. Any employee disregarding this policy will be subject to immediate termination.

In Case of Fire

Know the location of the fire extinguisher{s} in your area and make sure they are always kept clear.

If you are aware of a fire, you should:

Dial 911 or the local fire department.

Evacuate all employees and patients from the area.

If the fire is small and contained, locate the nearest fire extinguisher.

If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives direct the crew to the fire, do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

Stop all work immediately.

Contact outside emergency response agencies, if needed.

Shut off all electrical equipment and machines, if possible.

Help evacuate all employees and patients.

Walk to the nearest exit do not run. Do not stop for personal belongings.

Do not re-enter the building until instructed to do so.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area, patient rooms and always working space neat and orderly.

If you spill liquid, clean it up immediately. Do not leave tools, materials or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, and doorways always clear. Please put all litter in the appropriate containers. Always be aware of good health and safety standards.

Leave desk, file or cabinet drawers firmly closed when not in use.

Arrange office space to avoid tripping hazards, such as phone, calculator, and electrical cords.

When lifting heavy objects use proper lifting techniques.

Please report anything that needs repairing or replacing to the administrator.

Smoking

Please be courteous and concerned about the needs of your fellow employees and others.

Smoking is not allowed anywhere in the building or on the premises. All employees are expected to abide by this policy while at work.

Separation of Employment

Ridgeline Medical operates under the principle of at-will employment. This means that neither you nor Ridgeline Medical has entered a contract regarding the duration of your employment. You are free to terminate your employment with Ridgeline Medical at any time, with or without reason. Likewise, Ridgeline Medical

has the right to terminate your employment, or otherwise discipline or demote you at any time, with or without reason, at the discretion of Ridgeline Medical.

Ridgeline Medical hopes and expects that you will give at least {2} weeks' notice in the event of your resignation. Any accrued but unused Paid Time Off will not be paid out at the time of employment termination if less than {2} weeks' notice has been given.

Exit Interviews

In a termination situation, Ridgeline Medical would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Ridgeline Medical. During the exit interview, you can provide insights into areas for improvement the Ridgeline Medical can make.

Return of Company Property

Any Ridgeline Medical property issued to you, such as cell phone, keys or company credit card must be returned to Ridgeline Medical at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck and you may be required to sign a wage deduction authorization form for this purpose.

Post-Employment Inquiries

Ridgeline Medical does not respond to oral requests for references. In the event your employment with Ridgeline Medical is terminated, either voluntarily or involuntarily, your administrator may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of Ridgeline Medical, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the administrator.

Workplace Policies

At Ridgeline Medical, we have some basic workplace policies that we would like to have you incorporate into your workplace practices.

If you tear it: repair, it

If you drop it: pick it up.

If you open it: close it

If you empty it: fill it.

If you make it dirty: clean it

If you turn it on turn it off.

If it does not work fix it

If you use it: put it away.

DISPOSAL OF SHARPS

Ridgeline Medical goal is to prevent injury and exposure to blood borne infections for personnel handling sharps, including needles, syringes, and scalpels.

All sharps, including needles, sutures needles and scalpels will be disposed of into rigid, puncture resistant plastic sharps containers.

Needles will **NOT** be recapped or cut after use. This will prevent needle puncture injury. After needle use, slip needle through opening in top of plastic "sharps" container.

Under no circumstances shall sharps be discarded into waste or trash containers.

Company Meetings

On occasion, we may request that you attend a company sponsored meeting. If this is scheduled during your working hours, your attendance is required. If you are a non-exempt employee, and attend a mandatory meeting held during your non-working hours, you will be paid for the time you spend at the meeting.

Computers, Electronic Mail and Voice Mail Usage Policy

Ridgeline Medical makes every effort to provide the best available technology to those performing services for Ridgeline Medical. In this regard, Ridgeline Medical has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment about access to any disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Ridgeline Medical employees with the use of Ridgeline Medical's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail and electronic mail systems provided by Ridgeline Medical.

Ridgeline Medical property, including computers, telephone, electronic mail, and voice mail should only be used for conducting company business.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any message which contains sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send {upload} or receive {download} copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Ridgeline Medical must, and does, maintain the right and the ability to enter any of these systems and to inspect and review all data recorded in these systems. Because Ridgeline Medical reserves the right to obtain access to all voice mail and electronic

mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Ridgeline Medical or its designated representatives will not have a need to access and review this information. Individuals using Ridgeline Medical's business equipment should also have no expectation that any information stored on their computer, whether the information is contained on a computer hard drive, computer disks or in any other manner will be private.

Any employee who violates this policy or uses the electronic communication system for improper purposes may be subject to discipline, up to and including termination.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards.

Men will be required to wear dress slacks with a collared shirt or polo with log

Nurses will be required to wear scrubs with appropriate pants.

Office staff other than men will be required to wear either dress or dress slacks with appropriate top. Levi's are unacceptable as is low cut or revealing attire.

A neat, tasteful appearance contributes to the positive impression you make on our patients. You are expected to be suitably attired and groomed during working hours or when representing Ridgeline Medical. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image.

If the administrator feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

HANDWASHING

Hand washing is the simplest act of infection control. It is useful to prevent the spread of infection from patient to the caregiver and from the caregiver to another patient. No other act of isolation is as effective as simple hand washing.

1. When washing hands with soap and water, wet hands, apply soap and rub hands together vigorously for at least 20 seconds. Rinse hands and dry thoroughly with a disposable towel.
2. When hands are visibly soiled with blood or other body fluids, wash hands with soap and water,
3. If hands are not visibly soiled, use an alcohol — based hand rub.
4. Always wash hands before having direct contact with patients or performing procedures.
5. Wear disposable gloves during procedures: do not use the same pair on more than one patient.
6. Hand washing should be done immediately after removing gloves.
7. Keep natural nail tips less than $\frac{1}{4}$ inch long.
- 8.

Drug Free Workplace Policy

It is the goal of Ridgeline Medical care to maintain a drug free and alcohol-free workplace. Ridgeline Medical has adopted the following policies:

1. The unlawful manufacture, possession, distribution or use of controlled substances is prohibited in the workplace.
2. Consumption of any alcoholic beverage is prohibited in the workplace.
3. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
4. Ridgeline Medical reserves the right to search and inspect employee's purses, packages, and pockets to insure a safe workplace.

Expense Reimbursement

You must have the administrator's written authorization prior to incurring an expense on behalf of Ridgeline Medical.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the current IRS allowable rate per mile. Please submit this expense to the administrator.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Employees are not permitted to sell chance, merchandise, or otherwise solicit or distribute literature without the administrator's approval.

Violence in the Workplace Policy

Ridgeline Medical has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve, affect or which occur on Ridgeline Medical property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Ridgeline Medical, or to create a hostile, abusive or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Ridgeline Medical premises, regardless of the relationship between Ridgeline Medical and the parties involved.
2. All threats or acts of violence occurring off Ridgeline Medical premises involving someone who is acting in the capacity of a representative of Ridgeline Medical.

Specific examples of conduct which may be considered threats or acts of violence including but are not limited to the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy Ridgeline Medical property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking {following or watching someone}.
6. Unauthorized possession or inappropriate use of firearms or weapons.

Ridgeline Medical prohibition against threats and acts of violence applies to all persons involved in Ridgeline Medical's operation, including but not limited to personnel, contract and temporary workers and anyone else on Ridgeline Medical.

property. Violations of this policy by any individual on Ridgeline Medical property will lead to disciplinary actions, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the administrator.

Bonus

When the company decides a bonus is going to be paid out to its employees, it will be paid ONCE a year and added to your 2nd paycheck in December.

Job Descriptions

Receptionist and Assistants:

Answer phones

Verify Insurance on all patients.

Send patient letters.

Ensure patient's history is done prior to visit.

Scanning into patient's charts

Schedule office visits

Schedule surgeries

Fax Records

Collect Co-payments

Collect payments on accounts.

Get appropriate referrals for Medicaid.

Lock front door at night and turn off all appropriate computers.

Set phones at night for after hour instructions.

The job descriptions will include but are not limited to only the above

Nurse:

- Chaperone as needed.
- Write letters of medical necessity.
- Assist with procedures.
- Give shots and properly chart.
- Clean and sterilize tools.
- Authorize and call-in prescriptions for patients.
- Turn off appropriate computers at night.
- Scanning documents into patient charts
- Empty garbage nightly

- Call back labs.
- Draw labs / Send to lab.
- Set-up surgical procedures
- Enter test results in patient chart.
- When labs results arrive call patients
- Answer nurse calls and document conversation in patient chart
- Count controlled drugs with nurse.
- Any authorization needed.

- Restock and order inventory.

Vital signs

- Update allergies / medications / pharmacies
- Restock procedure rooms as needed
- Prepare rooms for procedures.

- Update Gravida and Para status Enter results for UTI / Pregnancy tests Clean and stock all bathrooms Dailey Keep urine in by-way dumped.

Turn over rooms before putting patients in them.

Empty garbage's nightly

Used linen in appropriate bag nightly

Dailey log in temperature of fridge

Turn off appropriate computers at night

When Ultrasound Tech is off, clean, and stock room making sure machine is off at night.

Inventory rooms as needed.

Count controlled drugs with nurse.

Call patients for reminder of appointment.

The job descriptions will include but are not limited to only the above

Employee Handbook

Employee's Name

I have read the Ridgeline Medical Employee Handbook and all my questions have been answered to my satisfaction.

To be signed, dated, and returned to the administrator.

Signature

Date

HIPAA

The Health Insurance Portability and Accountability Act {HIPAA} was enacted in 1996 and is the most comprehensive set of anti-fraud provisions to affect health care. It mandates the establishment of a National Fraud and Abuse Program to coordinate Federal, State, and local law enforcement programs; conducts investigations related to health care payments; and facilitate the enforcement of statutes applicable to health care fraud and abuse. The basic principles for staff education include confidentiality, privacy, and information security. All patients and staff must be offered a copy of the Privacy Practice Notice.

Confidentiality: The minimum necessary standard should be applied in all aspects of patient care. Reasons to provide individual healthcare information are provisions of patient care, management of financial obligations of the patient, and to conduct healthcare operations. Individual authorization is needed for the release of information with some exceptions. These include instances as required by law for law enforcement purposes: disclosure of victims of abuse or neglect, workers compensation, public health activities and other as outlined in the HIPAA. Confidential information includes Name, Address, Birth Date, Diagnosis, Medical History and Social Security Number.

Privacy: All patients have a right to privacy. Maintaining these rights can be achieved by following these guidelines:

- A. Never discuss patient conditions with an unauthorized individual.
- B. Never discuss patient information in a public area.
- C. Speak quietly when discussing necessary patient information.
- D. Close door when performing procedures or discussing information.
- E. Do not leave personal health information on answering machines.
- F. Do not fax to public access areas.

Information Security: Special care must be taken to ensure that patient information is kept confidential. Some security measures include:

- A. Keeping computer screens turned away from public access areas.
- B. Using passwords to access patient information on computers.
- C. When using paper, turn information side down if it needs to left on a desk for someone

I acknowledge that I have read the HIPAA policy and all my questions have been answered to my satisfaction.

Signature _____

Date: _____

To be signed, dated, and turned into the administrator.

