



Origination 3/9/2022  
Last Approved 11/20/2025  
Last Revised 11/20/2025  
Next Review 11/20/2026

Owner Donna Jennings:  
Hendrick Health  
Director,  
Compliance &  
Integrity -  
Policy Area CI-Compliance  
and Integrity  
Policy Number 1.1630

## Gifts and Entertainment

### CI.HH.1.1630

#### PURPOSE:

The purpose of this policy is to establish parameters for the extension of Gifts to, and the receipt of Gifts from, individuals or organizations who have (or might have) a referral or business relationship with Hendrick Medical Center and all affiliated entities ("Hendrick Health").

#### SCOPE:

All Hendrick Health locations and personnel and affiliated facilities including, but not limited to hospitals, ambulatory surgery centers, outpatient imaging centers, outpatient ancillary services, hospital outpatient provider-based departments (HOPD), rural health clinics, outpatient clinics and physician practices, and all divisions, services, and post-acute care services.

#### DEFINITIONS:

**Cash** means monetary payments in the form of currency, including electronically transferred funds, such as those transferred through peer-to-peer applications (Venmo, CashApp, PayPal, Zelle, etc.).

**Cash Equivalents** mean any item that is easily converted to Cash such as checks, gift certificates, gift cards, stocks, bonds, treasury bills, certificates of deposits, money market accounts, other marketable securities, negotiable instruments, commercial paper, vouchers, or rebates.

**Entertainment** means functions conducted outside of Hendrick Health such as rounds of golf, sporting

events, concerts, plays lunches/dinners.

**Gifts** mean anything with a value for which the recipient has not paid for or performed services in a manner that is routine in commercial transactions at fair market value.

- Gifts may include Cash, Cash Equivalents, Entertainment, tradeshow/office promotional items (pens/mugs), products and prizes.
- Perishables are not included in the definition of Gifts.

**Workforce** means any person employed by or in a contractual relationship with Hendrick Health and performing services on its behalf; however, Workforce shall not mean Hendrick Health employees working with any Hendrick Foundation and tasked with fundraising on behalf of Hendrick Health.

**Immediate Family Member** means husband or wife; birth or adoptive parent, child, or sibling; stepparent, stepchild, stepbrother, or stepsister; father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law; grandparent or grandchild; and spouse of a grandparent or grandchild.

**Patient** for the purpose of this policy means those seeking to receive care at Hendrick Health.

**Perishables** mean flowers, and food items of nominal value such as but not limited to cookies, candy, and fruit.

**Referral Recipient/Source** means any physician or physician's Immediate Family Member, entity that is controlled by a physician or a physician's Immediate Family Member, or any non-physician who may be capable of making referrals to Hendrick Health such as, but not limited to, anesthesiologists, pathologists, radiologists, and hospital-based physicians, home health agencies, nursing homes, hospices, infusion companies, rehab providers, etc.

**Vendor** means any person or company doing business with or seeking to do business with Hendrick Health.

## POLICY:

The Anti-Kickback Statute prohibits an offer, solicitation, payment or receipt of anything of value, direct or indirect, overt or covert, in Cash or in kind, that is intended to encourage referral of Patients for items or services reimbursed by any federal programs, including Medicare, Medicaid, and programs covering veteran's benefits.

To avoid the appearance of impropriety when giving Gifts or providing Entertainment to, or receiving Gifts or Entertainment from individuals doing business or seeking to do business with Hendrick Health or Hendrick Health Workforce, including Vendors, Patients, and their Immediate Family Members, Hendrick Health Workforce may not allow Gifts, Entertainment offers or other incentives to improperly influence relationships or business outcomes.

**Gifts given to Referral Recipients / Sources or their Immediate Family Members are governed by the Medical Staff Non-Monetary Compensation and Incidental Benefits policy.**

## Gift From Vendor to Hendrick Workforce

Except in limited circumstances, the giving or receiving of Gifts other than Gifts of "nominal value" to or from a Vendor is not allowed. This prohibition extends to Immediate Family Members of Hendrick Workforce as well. Cash Gifts, and Cash Equivalent Gifts of any kind may never be accepted, no matter what the value.

Non-Cash Gifts of nominal value may be accepted. As it relates to Vendors ONLY, the guideline used to determine if a Gift is of nominal value is \$150 or less. If the retail value of a Gift is \$150 or more, it is not considered nominal, and the Gift must not be accepted. On an annual basis, the value of Gifts received from the same source **must not exceed** \$300 total in a calendar year.

Gifts can be in the form of favors, gratuities, or other things of value. Discounts for personal items from Vendors could be considered a Gift and should not be accepted if they are outside of a prearranged Hendrick Health discount or if they are of more than nominal value, as defined in this section. Remember, Cash or Cash Equivalents may never be accepted from Vendors. Gifts can never be solicited.

## Reminders

- Cash and Cash Equivalents **MAY NEVER** be accepted from any Vendor.
- Non-Cash Gifts must be worth less than **\$150 per Gift** and cannot total more than **\$300 per year per source**.
- Vendors or potential Vendors **MAY NOT** pay for travel.
- Departments or individuals **MAY NOT** solicit contributions from Vendors for departmental activities.
- Case Managers **MAY NOT** accept Gifts from any Referral Recipient / Source.

Attending business lunches or meals occasionally as a guest of a Vendor, sales representative or other person who does business with or is someone who could potentially do business with Hendrick Health is allowed. Meals with Vendors or potential Vendors should be infrequent, and the meals should be of nominal value, as defined in this section. Consideration should also be given to other factors such as appearances. For example, the meal should be in an appropriate setting, at an appropriate time to conduct business related discussions.

## Gifts From Hendrick Workforce to Vendors

Hendrick Workforce may give Gifts to a Vendor provided the total value does not exceed nominal value defined above as \$150 per Gift or \$300 aggregate in a calendar year. Hendrick Workforce may never give Cash or Cash Equivalents (e.g., checks, stocks).

## Hendrick Entertainment for Vendors

When a Hendrick Workforce member or Department extends an invitation to a "Vendor" for the purpose of attending a social event such as a sporting or theatrical event, the event's primary focus and discussions should be business related and the Hendrick host must be present. The following guidelines

should be followed:

1. The purpose of the Entertainment must never be to induce any favorable business actions, referrals or response.
2. As noted previously, any social events, meals, Gifts and Entertainment costs for Referral Recipients / Sources will be governed by the Medical Staff Non-Monetary Compensation and Incidental Benefits policy.
3. These events **must not** include travel costs or overnight lodging.
4. The cost associated with such an event must be reasonable, appropriate, and must not exceed \$150 per person per event. Moreover, such business Entertainment with respect to any particular individual must be infrequent and should not exceed \$300 aggregate per person per calendar year.

## Gifts To Federal, State and Local Government Employees

U. S. Federal and state governments have strict rules and laws regarding Gifts to their employees. Hendrick Health will not provide Gifts to any employee of the Federal government. Regarding Gifts to other categories of government officials or employees (e.g., state, or local level), the Workforce member will contact the Compliance and Integrity Office for guidance, however, in no event will the aggregate value of Gifts provided to state or local staff exceed \$15 per item and will not exceed \$75 in a calendar-year.

## Gifts To Patients

Gifts to Patients **must not exceed \$15 per item** nor **total more than \$75 per year** per recipient. See the *Office of Inspector General Policy Statement Regarding Gifts of Nominal Value to Medicare and Medicaid Beneficiaries, December 7, 2016* (<https://oig.hhs.gov/documents/special-advisory-bulletins/887/OIG-Policy-Statement-Gifts-of-Nominal-Value.pdf>)

## Gifts From Patients or Patient Representatives to Hendrick Workforce

- A. Hendrick Workforce are prohibited from accepting Gifts of any kind from Patients, former Patients, Patients' friends, or Immediate Family Members of Patients.
- B. Perishable items are not considered gifts. If a Patient or Patient's Immediate Family Member brings Perishable items, they should be shared with the entire department or group and not accepted by a single Workforce member.
- C. When possible, Hendrick Workforce should direct Patients or Patient representatives desiring to give Gifts to donate to the Hendrick Medical Center Foundation.
- D. Gifts sent or left by a Patient should be returned to the Patient, if possible. If it is not possible to return a Gift or returning a Gift would be counterintuitive to the Patient/provider relationship, all Gifts should be directed to the Hendrick Medical Center Foundation.
- E. The Hendrick Medical Center Foundation staff will provide an appreciation letter to the donor

along with a receipt for the tax deductible donation. **Attachment A-Gift Donation Form.**

- F. When appropriate, the Hendrick Medical Center Foundation and Hendrick Health leadership will ensure that a member of the Hendrick Workforce and/or department receive special recognition through appropriate programs instead of accepting Gifts from Patients.

### **Gifts From and to Personal Friends**

A Hendrick Workforce member who is friends with an individual who has a business relationship with Hendrick Health and who engages in the practice of exchanging Gifts with that individual may do so without limits. Workforce **may not** include these personal Gifts as a business expense for tax purposes and may not attempt to receive reimbursement to cover the expense of the Gift.

### **Employee Honorarium/ Ex Gratia Payment**

On occasion, Hendrick Workforce may be offered an honorarium (an ex gratia payment) to speak at a meeting, conference, or other gathering. To reduce the appearance of any improper influence on purchasing or Vendor selection decisions, Hendrick Workforce will follow the follow guidelines:

1. Hendrick Workforce are permitted to accept honorariums (including payment or reimbursement of reasonable travel related expenses) if the arrangement is approved in advance by the Workforce member's Director and is on the Workforce member's own time (e.g., non-working hours or scheduled vacation time).
2. The Hendrick Workforce member should submit a conflict of interest disclosure form prior to accepting the engagement.
3. The disclosure should include the purpose of the presentation and the amount to be paid, including an estimate of the cost of any travel related expenses to be reimbursed. In addition, the conflict of interest should also include a summary of the purposes of the presentation, the amount of honorarium.
4. In no cases should Workforce accept the offer of an honorarium from a Vendor, or potential Vendor, if the employee is involved the selection of a product which is offered by the Vendor.

## **Exceptions to the Policy**

- Exceptions to this policy are rare and may be granted only by the Vice President of Compliance or General Counsel.
- The Vice President of Compliance is responsible for overseeing implementation of this policy.

## **Related Policies**

- [Compliance and Integrity Plan and Code of Conduct](#)
- Vendor Code of Conduct Policy
- [Medical Staff Non-Monetary Compensation and Incidental Benefits](#)

## **Sources**

- 42 U.S.C. §1320a-7b; 42 U.S.C. §1001.952(a)-(a); 42 U.S.C. §1395 nn; 66 Fed. Reg. 856,

- 961-962 (January 4, 2001); 69 Fed. Reg. 16054 (March 26, 2004)
- 42 U.S.C. § 1320a-7b(b)(2), SSA § 1128(b)(2).
- Office of Inspector General Policy Statement Regarding Gifts of Nominal Value to Medicare and Medicaid Beneficiaries, December 7, 2016 (<https://oig.hhs.gov/documents/special-advisory-bulletins/887/OIG-Policy-Statement-Gifts-of-Nominal-Value.pdf>)

## Attachment A

- [Hendrick Health Foundation - Donate Online](#)
- [Hendrick Health Foundation Donation Form](#)
- [Gifts and Entertainment Infographic Tip Sheet](#)

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## Attachments

 [Gifts and Entertainment Infographic](#)

## Approval Signatures

Step Description	Approver	Date
System Leadership Corporate Compliance Committee	Lisa Herota: Hendrick Health VP, Compliance - Administration -	11/20/2025
Compliance Task Force	Donna Jennings: Hendrick Health Director, Compliance & Integrity -	11/20/2025
VP, Compliance and Integrity	Donna Jennings: Hendrick Health Director, Compliance & Integrity -	11/20/2025
VP, Compliance and Integrity	Lisa Herota: Hendrick Health VP, Compliance - Administration -	11/20/2025