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|  Saint Clare's Health ADMINISTRATIVE POLICIES AND PROCEDURES | | | Page(s): | 5 |
| | | | Saved As: | Non-Discrimination Policy |
| Subject: | Non-Discrimination Policy | | Formulated: | 8/10/17 |
| Manual: | Administrative Manual | | Reviewed: | 06/10/2022 |
| Approved: Jan Bednar, Chief Nursing Officer, COLT; PHS | Date: | 10/15/2024 | Revised: | 10/15/2024 PHS/SCH |

PURPOSE:

Provide patient care services without regard to race, color, national origin, disability, or age as required by Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, title 45 Code of Federal Regulations parts 80, 84, and 91, and section 1557 of the Affordable Care Act 2010.

POLICY:

1. Does not discriminate on the basis of race, color, national origin, marital status, sex, sexual orientation or gender identity, age, veteran status, or disability in its health programs and activities.
2. Provides appropriate auxiliary aids and services, including qualified interpreters for individuals with disabilities and information in alternate formats, free of charge and in a timely manner (as well as how to obtain these aids and services); and
3. Provides language assistance services, including translated documents and oral interpretation, free of charge and in a timely manner (as well as how to obtain these services).
4. Saint Clare's Health shall provide care for patients without discrimination. Saint Clare's Health believes that all patients should receive the same level of care without regard to race, sex, religion, creed, national origin, marital status, sexual orientation, or gender identity, veteran status, age, disability, or ability to pay. The patients' level of care will be determined by their diagnosis, treatment needs, care planning and other aspects of patient care.
5. Patients will be treated and/or admitted and assigned to rooms without regard to race, sex, religion, creed, national origin, marital status, sexual orientation or gender identity, veteran status, age, disability or ability to pay. Patients will not be asked if they desire or are willing to share a room with a patient of another religious affiliation or race, thereby the transfer of a patient to another room shall not be interpreted as discrimination.
6. Employees, volunteers, and medical staff will be assigned to patients regardless of race, sex, religion, creed, national origin, marital status, sexual orientation, or gender identity, veteran status, age, or disability.

7. Any complaint or grievance regarding our conforming with this policy can be handled via the hospital Complaint/Grievance policy as overseen by the hospital designee who is assigned to oversee this procedure.
8. As required by ACA regulations, a notice of consumer civil rights will be is posted in hospital publications and communications targeted to beneficiaries, enrollees, applicants, and members of the public as well as the hospital's website.

Addendum:

1. Non-Discrimination Statement

ORIGINATION: 8/10/2017
CONTENT REVIEW: 6/10/2022
CONTENT REVISE: 9/17; 03/01/2020; 10/15/2024 PHS/SCH (Abbott)
STCL:ADMIN Non-Discrimination Policy

ADDENDUM 1

Nondiscrimination Statement: Discrimination is Against the Law

1. Saint Clare's Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex or gender identity, or veteran status. Saint Clare's Health does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation or gender identity or veteran status.
2. Saint Clare's Health provides free aids and services to people with disabilities to communicate effectively with us, such as: Qualified sign language interpreters.
3. Written information in other formats (large print, audio, accessible electronic formats, other formats).
4. Provides free language services to people whose primary language is not English, such as: Qualified interpreters; Information written in other languages.
5. If you feel you need these services request the service from your nurse.
 - a) If you believe that Saint Clare's Denville Hospital has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, sexual orientation or gender identity, or veteran status, you can file a grievance.
 - b) If you believe that Saint Clare's Denville Hospital has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, sexual orientation or gender identity, or veteran status you

You can file a grievance with:

Saint Clare's Hospital, 25 Pocono Road, Denville, NJ 07834, 1-973-989-3189, TTY 1-800-852-7897.

Saint Clare's Dover Hospital, 400 Blackwell Street, Dover, NJ 08801, 973-989-3189 TTY 1-800-852-7897.

Saint Clare's Behavioral Health (Boonton) c/o Saint Clare's Health, 25 Pocono Road, Denville, NJ 07834, 1-973-989-3189, TTY 1-800-852-7897.

6. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 1-800-357-1019, 800-537-7697 (TDD) Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.