



American Medical Billing Association (AMBA) Code of Ethics and Conduct

Our standards of conduct and ethics were written and designed by the American Medical Billing Association (AMBA) and its members to promote integrity, support objectivity and foster trust. **MediBill Professionals, LLC** utilizes the standards of conduct, which reflect a commitment to the highest quality health data submission, as evidenced by its accuracy, reliability, timeliness and validity. We proudly follow the guidelines set forth by the AMBA, as follows:

Responsibilities

MediBill Professionals, LLC performs an essential role in the health care industry. We have the responsibility of providing competent and professional services to those who retain our services, in addition to recognizing a continuing responsibility to maintain and improve services for the good of the general public.

Maintaining Objectivity and Impartiality

The principles of objectivity impose the obligation to be impartial, ineffectually honest, and free of conflicts of interest. Impartiality precludes relationships that may appear to impair our objectivity in rendering services. We must remain impartial and objective and free of conflicts of interest in discharging professional responsibilities and should be independent in fact and appearance when providing services. Objectivity is a state of mind, a quality that leads value to services provided.

Professional Due Care and Competence

MediBill Professionals, LLC observes our profession's technical standards, strives continually to improve competence and quality of services, and discharges professional responsibility to their best ability. Due care requires one to discharge professional responsibility with competence and elegance. Competence begins with an understanding of the basic knowledge required to provide services. Competence represents the attainment and maintenance of a level of understanding and knowledge that enables one to render service with facility and acumen. Diligence imposes the responsibility to render services promptly and carefully, to be thorough.

Integrity and Objectivity

In the performance of any professional service, **MediBill Professionals, LLC** shall maintain objectivity and integrity, shall be free of conflicts of interest, and shall never knowingly misrepresent facts to clients or the public.

Confidentiality

MediBill Professionals, LLC shall not disclose any confidential information unless instructed to do so by the Client. *Medical Billing Professionals* follows policies and laws regarding confidentiality.

Obey the Law

MediBill Professionals, LLC strictly observes all laws and regulatory requirements that apply to us morally and ethically.

Keep Accurate Records

MediBill Professionals, LLC is expected to comply with government requirements regarding record keeping. All records and reports are to be prepared accurately and retained in accordance with applicable requirements.

Report Information Truthfully

All communications regarding medical billing must be truthful and precise.

Behave Ethically

MediBill Professionals, LLC adheres to high ethical standards when we act on behalf of the medical billing profession.

Pledge Loyalty and Support

MediBill Professionals, LLC will be loyal to our profession, will avoid using our position for personal gain and will avoid conflict of interest.

Member Affirmation

I, Ranadene K. Tapio, hereby promise to uphold the ethical standards as set by the AMBA, as outlined above. I pledge my loyalty and support of the AMBA and my clients.