

ADMINISTRATIVE ORDER 4:13
(Revised)

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE:

DATE ISSUED:

SUBJECT: Financial Transactions with Patients,
Residents and Clients.

This Administrative Order establishes the policies pertaining
to financial transactions with patients, residents and clients.

I. GENERAL POLICIES

- A. All employees are forbidden to borrow money from or to carry on any financial transactions with patients, residents and clients. A violation hereof shall be sufficient cause for dismissal from service.
- B. Any program that would involve employees carrying on financial transactions in the interests of patients, residents or clients must be approved by the appropriate Chief Executive Officer.

old 2:06 -
this revised that
one - appears.
that thou clerical
oversight, new
dates were
never filled in
before issuance



Ann Klein
Commissioner