



IOWA MEDICAL GROUP MANAGEMENT ASSOCIATION CODE OF ETHICS AND DISCIPLINARY PROCEDURES

Section 1. The Code of Ethics Framework.

a. In accordance with the mission statement of Medical Group Management Association (the “Association”), an organization dedicated to quality health care management, which will assist the members in the development of effective and efficient practices, thus enhancing the provision of quality health care services within Iowa, the following Code of Ethics and Disciplinary Procedures (the “Code”) applies to all individual members of the Association in all membership categories. The purpose of the organization is fourfold:

- To promote the professional growth and development and visibility of the medical group managers.
- To provide a variety of targeted educational opportunities to members of the organization.
- To provide opportunities for members to share and disseminate information of mutual interest.
- To maintain an active liaison with other key public and private organizations that affect the management, funding, and delivery of quality health care services.

Section 2. Ethical Standards of the Association.

a. Members’ professional conduct shall remain consistent with the mission, goals and objectives of the Association.

b. Members shall conduct themselves in a manner that does not bring substantial discredit upon the Association.

c. Members shall refrain from abusing their relationship with the Association in an improper economic, professional or other manner.

d. Members shall endeavor to promote the well being of their respective medical groups and other professional bodies with whom they are affiliated in accordance with the Association’s mission and this Code.

e. Members shall not misuse information communicated at or disseminated through Association programs or media of any type, whether in person, electronic or otherwise, and shall specifically comply with all laws, regulations and Association policies regarding copyrights as well as other tangible and intellectual property. Misuse of information includes (but is not limited to) using, making or distributing unauthorized copies of material or representing Association information to other persons as having been authored by or originated from any person or organization other than the Association. In their respective professional and commercial endeavors, members shall avoid any such misuse of Association information and shall comply with all applicable laws and Association policies relating thereto.

Section 3. Grounds for Discipline.

Misconduct by any Association member, individually or in concert with others, involving the following acts or omissions, shall constitute grounds for discipline:

- a. Any act or omission which violates this Code; and
- b. Failure to respond, without good cause, to an inquiry or request by the Board of Directors, or any act or omission which obstructs or impairs the Board in performing its duties pursuant to this Code, including (but is not limited to) failure to fully cooperate in proceedings hereunder. For these purposes, “good cause” includes (but is not limited to), an assertion that a response would waive or otherwise undermine the respondent's constitutional privilege against self-incrimination, or would otherwise result in substantial and tangible harm to a person.

Section 4. Forms of Discipline.

Any of the following forms of discipline may be imposed in those cases where grounds for discipline have been established:

- a. Admonition. Admonition is a public or private letter of disapproval issued to a member found to have violated this Code.
- b. Suspension. Suspension is the temporary suspension of a member's rights and privileges with the Association. Suspension shall be for a definite period of time and may contain certain conditions to be performed before reinstatement is allowed.
- c. Revocation. Revocation is the termination of membership in the Association on a permanent basis.
- d. Other Discipline and Related Considerations. The IMGMA Board of Directors shall retain inherent authority to impose other appropriate forms of discipline, or combinations thereof, depending upon the facts and circumstances of a particular case.

Section 5. Procedure for Investigation of a Complaint

The investigation of a complaint shall be governed by the following rules and procedures:

- a. To be processed, a complaint must be submitted in writing to the IMGMA Board of Directors. No complaint will be considered if the complainant (or its representative, if applicable) does not identify himself or herself, and sign the complaint. Persons filing complaints shall be notified that the Board of Directors has received the complaint and will proceed accordingly.
- b. The Board of Directors will facilitate review of all complaints. The Board will initially determine if the respondent is subject to the disciplinary action, and if there is an allegation made against the respondent which, if established, would constitute grounds for discipline.
- c. If the complaint is deemed to have sufficient substance, two members of the IMGMA Board will contact the respondent via certified mail, phone or in person.
- d. If the complaint is deemed gross misconduct that would result in forfeiture of membership and such findings is made by the Board, voting Directors need so indicate by two-thirds (2/3) vote of the Board present and voting; provided, however, that such finding is made after such member has been afforded an opportunity for a hearing according to rules prescribed by the Board of Directors.