

Mary Free Bed Rehabilitation Hospital Board of Trustees

Welcome &
Onboarding Information

Mary Free Bed[®]
Education Academy



Objectives

- Welcome and introduction to the Mary Free Bed Rehabilitation Hospital (MFB) Board of Trustees
- Provide resources to fulfill your role as a Board or Trustees member.
- Complete onboarding requirements.

Welcome

- The role of the Board of Trustees is vital to the MFB mission to restore hope and freedom to every patient and community we serve.
- MFB welcomes you to this role as you have been chosen for your expertise that will help to embolden the MFB mission.

Resources

- All found on Mary Free Bed Board of Trustees Webpage: <https://www.maryfreebed.com/board-of-trustees/>
- Video introductions to MFB: Guild History & Impact, Board Member Expectations, Network Locations, DE&I initiatives, Strategic Initiatives, Credentialing, and Risk & Quality
 - Important Documents
 - Bylaws, Code of Ethical Conduct, Confidentiality Agreement, Climb to Excellence Standards of Behavior, Committee Information, Job Descriptions of Board, Board Expectations, Board Roster, Committee Roster
 - Board Meetings
 - Meeting Agendas and Meeting Minutes
 - MFB Board Calendar
 - Additional Resources
 - Glossary of Terms and Abbreviations
 - Parking Instructions
 - Contact Information

Onboarding Requirements

There are links to documents that have to be completed on the next to last slide. Here is some information about why these documents are needed.

- **Demographic Information:**

- MFB is a CMS provider. CMS requires Board member's name, DOB, SSN, & State of birth on the Medicare enrollment.
- MFB must monitor for exclusion and uses Verify Comply to carry this out. It requires name, DOB, and SSN to be scanned through multiple Federal & State agency databanks to make sure no individual has been excluded from participation with CMS.
- We need your contact information for Board of Trustee communication.

Onboarding Requirements Continued

As Part of the **Board Member Agreement** that summarizes the commitment of the Board of Trustees Board members will:

- Read and attest to the **Mary Free Bed Rehabilitation Hospital Bylaws**.
- Read and attest to a **Confidentiality Agreement** to protect the privacy of MFB patient information that may be disclosed during meetings when necessary to carry out Board of Trustee duties.
- Read and attest to the Climb to Excellence Standards of Behavior.
- Complete a **Conflict of Interest form** to identify and disclose any possible conflict of interest that should be mitigated to avoid any concerns about objectivity in Board of Trustee decision making.
- Be aware of and attest to the **MFB Code of Ethical Conduct**.



Questions?

Please reach out to MFB Executive Administrative Assistant
who coordinates Board of Trustee information and events

Kelly.Streekstra@maryfreebed.com

616-840-8341

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