



Re: American Association for Homecare (AAHomecare)
Code of Business Ethics (Code) Certification Program
Acknowledgement Letter

Thank you for your interest in adopting the American Association for Homecare Code of Business Ethics (Code). Please read the following before completing the Certification of Adoption. Your signature indicates that you have read, understand, and agree to the terms below and that you have the authority to sign this Acknowledgement Letter. If you have any questions about what it means for your organization to participate in the certification program and agree to these terms, you should discuss them with your legal advisors.

Entities and companies (both AAHomecare members and non-members) that furnish home medical equipment and related services to end users may participate in this program. State and regional associations may also certify their adoption of the Code.

By signing the certification, a company or organization declares that it voluntarily adopts the Code and will implement an internal process to comply with its guidelines. The Code and related guidance can be found at www.aahomecare.com/codeofethics.

As a condition of participating in the certification program, each entity must agree to abide by the guidelines for using the Code. These are enclosed for your review. AAHomecare may revoke an entity's certification if it determines there is non-compliance with the guidelines.

Participants in the program will be identified on a special section of the AAHomecare website dedicated to information and activities pertaining to the Code. AAHomecare will also publish the contact information for the entity's top compliance official. To participate in the certification program, companies and organizations must agree to have this information published by AAHomecare. Anyone who contacts AAHomecare with complaints about entities that are certified will be directed to the compliance official identified on the website.

An organization's certification is effective for one year from the date the certification is accepted by AAHomecare. AAHomecare will send you a form at least 30 days before your company's certification expires enabling you to renew your certificate.

American Association for Homecare
2011 Crystal Drive, Suite 725, Arlington, VA 22202
703-836-6263 www.aahomecare.org

November 29, 2010

Questions about the program or its terms should be directed to Ms. Sue Mairena, COO, AAHomecare at: Suem@aahomecare.org. **Send the signed certification form** (the “Certification of Adoption”) **and this Acknowledgement Letter** with original signatures (no copies please) to Ms. Mairena at:

American Association for Homecare – Attn: Sue Mairena
2011 Crystal Drive, Suite 725
Arlington, Va. 22202-3709

Providing demographic information (number of locations & employees, along with main product and service categories) is optional, and will not be shared with anyone outside of the AAHomecare staff.

After we receive your form, you can expect a confirmation email. You should receive a certificate acknowledging your adoption of the Code and agreement to participate in the certification program within 2-4 weeks.

Again thank you for your interest in the certification program and your commitment to promote ethical business practices throughout the HME community.

Sincerely

Tyler J. Wilson
President

Please complete below, along with Certification of Adoption

Organization

By (signature)

Print Name

Title

Date

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