

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Reference Inquiries

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Page: 1 of 1

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Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

To establish guidelines for responding to reference inquiries from employers and employees.

POLICY:

All reference inquiries must be forwarded to the HR Director. PPEC Sites are not permitted to provide references either in writing or by telephone.