

# HEALTHWEST

## Procedure

No. 10-001

Prepared by:  
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Approved by:

Subject: HealthWest Contracts and  
Lease Agreements

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Julia B. Rupp, Executive Director

### I. PURPOSE

To establish procedures for the completion and routing of HealthWest contracts.

### II. APPLICATION

Administrative and Network Management Staff.

### III. PROCEDURE

1. Contracts are prepared by the Network Manager or Contract Specialist). The Network Manager/Contract Specialist prepares the contract, including any and all attachments for review and approval via the Action Transmittal (see **Attachment A**). The Network Manager/Contract Specialist completes the following items on the Action Transmittal: Contract Agency, Vendor/Provider Number, Contract Term, Preparer, and Authorization by the HealthWest Board (**Attachment A, Items 1-3**).
3. The Network Manager/Contract Specialist will then give the contract to the Chief Financial Officer for review (**Attachment A, Item 4**).
4. The contract will be returned to the Network Manager/Contract Specialist to complete Action Transmittal **Items 5 and 6**. The Network Manager/Contract Specialist will prepare a cover letter to the contract agency (see **Attachment B-1**) instructing the contract agency to sign both copies of the contract and return both to HealthWest for signature. If acceptable, the Executive Director may choose to sign the copies prior to sending them out to the providers. A copy of the cover letter and Action Transmittal are retained by the Network Manager/Contract Specialist (**Attachment B-2**).
5. The Network Manager/Contract Specialist will assure all required documentation has been received by HealthWest, i.e., required insurance certification, licensure, credentialing, and certification/accreditation documents prior to the contract being signed by the Executive Director or designee. (**Attachment A, Item 8**) (In the case of the Executive Director signing prior to mailing out the contract, the Network Manager/Contract Specialist will need only to send the additional signed Signature

Page and any attachments requiring completion by the provider. The signature letter will stipulate that the provider keep a fully signed copy of the contract and return only the additional signed signature page and a copy of the completed attachment.)

6. Returned contracts are forwarded to the Network Manager/Contract Specialist who will complete the process by forwarding the contracts to the Executive Director for signature (**Attachment A, Item 8**).
7. Upon final signature, the Network Manager will return one fully signed original contract to the contract agency with a cover letter (see **Attachment C**). The other original contract will be scanned in the provider's LaserFiche file by Administrative Support staff. Copies of the fully signed contract are routed appropriately according to persons identified on the Action Transmittal, **Items 9- 11**, as needed.
8. All contracts from sources other than HealthWest are to be routed through the HealthWest Network Manager for completion of the review/signing process.

/jec