

HEALTHWEST

Procedure

No. 10-001

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Approved by:

Subject: HealthWest Contracts and
Lease Agreements

DocuSigned by:

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Rich Francisco, Executive Director

I. PURPOSE

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

II. APPLICATION

Administrative and Provider Network Team.

III. PROCEDURE

1. Contracts are prepared by Provider Network). The Provider Network Team prepares the contract, including any and all attachments for review and approval.
2. Provider Network will send the contract to the Chief Financial Officer for review . Once approved, the contract will be sent to the Executive Director for signature and then the provider/vendor.
3. The Provider Network team 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.
4. Executed contracts are filed, sent to the claims department, and accounts payable.
5. All contracts from sources other than HealthWest are to be routed through the Provider Network Team for completion of the review/signing process.

Jf/hb