




<b>Procedure Title:</b> HealthWest Contracts and Lease Agreements	<b>Procedure #: 10-001</b>	<b><u>Review Dates</u></b>	
<b>Category:</b> Provider Network  <b>Subject:</b> To establish procedures for the completion and routing of HealthWest contracts.	<b>Prepared by:</b> Name: Jackie Farrar Title: Network Manager  <b>Approved by:</b> DocuSigned by:  AAZFPD48ABR04A3 Rich Francisco, Executive Director	07/15/2025	
		<b>Effective Date:</b> 02/21/1992	<b>Last Revised Date:</b> 04/05/2024

## I. 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.

## II. APPLICATION

Administrative and Provider Network Team.