Purpose: To ensure patient care services provided through contractual arrangements are safe, effective, appropriate, and timely.

General: All health care organizations, facilities, agencies, or groups which provide services to patients under Holy Family Hospital’s care, premises or facilities, must enter into a contract or letter of agreement with Holy Family Hospital, fully describing the services to be provided, and agreeing to provide certain documentation and evidence of compliance with regulatory bodies and the intent of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accreditation standards.

Implementation:
Organization and Inventory:
An inventory of all contracts and agreements for clinical services will be maintained in Administration, as will the actual file copies of the contracts and agreements. This inventory will also include a systematic method for review as defined in terms of the agreement.

Terms of the Contract or Agreement
The contract or agreement will, at minimum, specify the following:

1. The contracted health care organization, facility, agency or group, if accredited by JCAHO, shall provide HFH with a copy of the most recent accreditation survey report.
2. The contracted health care organization, facility, agency or group shall agree to maintain compliance with all relevant JCAHO standards.
3. The contracted health care organization, facility, agency, or group shall agree to provide HFH with a written summary of the results of their quality improvement monitoring process at least annually and the results of root cause analysis, should any sentinel events occur while the organization, facility, agency or group is providing service to Holy Family patients.
4. The contracted health care organization, facility, agency, or group shall agree to provide personnel in sufficient quantity and qualification to provide the services that are comparable to that used by HFH.
5. The contracted health care agency, facility, agency, or group shall also agree to provide HFH with a written summary reporting on the competence of their personnel on at least an annual basis and upon request by HFH.
Medical Staff Review
The medical staff, through its established structure, will be given an opportunity for input regarding the nature and scope of patient care services provided by an outside source.

Medical staff input will be limited to providing Administration with an opinion as to the clinical effectiveness, appropriateness, and timeliness of clinical services provided by the outside source.

Unless otherwise authorized by Administration, physicians will not be entitled to review the financial, compensation, or reimbursement issues involved in any such contract or other portions of the contract that may be propriety in nature.

In all contractual matters, the HFH Administration shall have complete and final authority to enter into, renew, or discontinue such agreements.

Annual Evaluation
The safety, effectiveness, appropriateness, and timeliness of patient care services provided through contractual arrangements will be reviewed at least annually by the applicable Department or Medical Executive Committee Documentation of this assessment and recommendation will be included in the minutes of the MEC or Department minutes.

Originating Department: Medical Staff Office
Distribution: Medical Staff
SEARCH WORDS: Contract(s), Contracting, Compliance, Outside organizations, JCAHO, Clinical services