



MediTract's *Contract Collaborator*® will automate your process of routing, reviewing and approving contracts

❖ **Automate the Routing and Review of Contracts**

- A contract *Originator* can develop and automatically submit a contract for comments to a predefined list of *Reviewers*
- Contract *Reviewers* are notified via an Email Alert with a hyperlink directly to the document to complete their review and add redlines and/or comments online

❖ **Control the Process**

- TEMPLATE LIBRARY – Build and maintain a customized Template Library of contracts which are readily accessible to a contract *Originator*
- ALTERNATE LANGUAGE LIBRARY – Build and maintain a customized Alternate Language Library of approved provisions available to users during the review and approval process
- VERSION CONTROL – A version of the contract is stored at the conclusion of each review cycle or a version can be saved at any time by the contract *Originator*

❖ **Increase Operational Efficiencies**

- Identify where contracts are in the review process
- Locate pending contracts immediately
- Centralize, track and report on all pending contracts
- Ensure contracts are distributed and reviewed by the appropriate *Reviewers*

THE PROCESS

Three Origination Sources

The *Originator* may submit a document by uploading a contract from the approved template library, the user's computer or the MediTract contract library

Originator Submits Contract

The *Originator* controls the format a contract is submitted in (PDF or MS Word); how the document is routed; and, finalizes the list of *Reviewers* the contract will be routed to.

Reviewer is Notified and Reviews Contract

A *Reviewer* receives an email notification to review the document and inserts his/her comments either as redlines or by entering them in a comment window. After finalizing his/her review, the *Reviewer* submits the document, which triggers an automatic circulation to the next *Reviewer* in the workflow process

Originator Approves Contract

Once the review cycle is complete, the *Originator* can accept *Reviewers'* comments and finalize the contract; reroute the document for additional reviews; or decline the contract

Contract Collaborator Screen Shots

Pending Contract Cover Sheet

CONTRACT COLLABORATOR DOCUMENT SUMMARY PAGE [QUICK HELP]

Document Number: **49**
 Contract Number: **N/A**
 Organization: **USA Healthcare, Inc.**
 Contracting Entity: **USA Hospital North**
 Vendor (Other Party): **Youngblood, Mary M.D.**
 Contract Type: **Physician Employment Agreement**
 Sites(s): **Children's Place**
 Department: **Cardiology**
 Status: **Saved [Nov 8, 2007]**

Click here to submit the document to the routing and review process

Cover Sheet | Docs w/ Comments | Reviewers List

Subject: **Youngblood Physician Employment**
 Comments/Instructions: **Anticipated start is Jan. 10, 2008, please review accordingly**

Origination Source: **Computer Desktop** | Originator Name: **System Administrator**
 Origination Date: **Nov 8, 2007**

Review Style: **Microsoft Word Document [Track Changes]** | Review Type: **Route Document To Reviewers Sequentially**

Time Limit Type: **CE-Mail Notice [Stay With Current Reviewer]** | Time Limit Delay: **3 Days**

Email Alert to Reviewer

Subject: CE-Mail Alert: Start Document Review Notification for Youngblood, Mary M.D.

Dear Robert,

You have been selected to participate in the review of the **Youngblood Physician Employment** document. This document was originated by System Administrator, and you have been given 3 days to review this document and provide your comments.

To start reviewing the document, please [click here](#).

Any questions, comments or concerns regarding this document should be directed to [System Administrator](#).

Thank you for your prompt attention to this matter. bdoled@mailtomdravkaugh@systemad.com

Please note that the TractManager Contract Collaborator CE-Mail Alert is not an unsolicited corporate email. You are receiving this CE-Mail Alert because you are listed as the Originator for the document referred to as part of this message.

Document for Redlining and Addition of Comments

CONTRACT COLLABORATOR DOCUMENT REVIEW [QUICK HELP]

EMPLOYMENT AGREEMENT BETWEEN **Mary Youngblood, M.D.** AND **USA Hospital North**

THIS AGREEMENT ("Agreement") is between **Mary Youngblood, M.D.** ("Physician") and USA Hospital ("Employer"), a not-for-profit corporation. This Agreement shall continue for the initial term and any renewal terms, unless earlier terminated as provided herein.

RECITALS:

WHEREAS, in fulfillment of its charitable, scientific and educational purposes, Employer provides various healthcare and medical services, including emergency medical services, to residents of **Yuba County, USA (the "Community")**, initially at USA Hospital North;

WHEREAS, Employer provides the emergency medical services to residents of the Community, specifically within the **Cardiology Department**;

WHEREAS, there is presently an insufficient number of physicians to provide Emergency Department coverage and needed administrative direction of the Emergency Department, and Employer has determined that employment of Physicians will enable it to better serve the residents of the Community and thereby further its charitable mission and purposes; and

WHEREAS, Employer desires to obtain the services of Physician as an employee, to render health care services to residents of the Community, in order to further its charitable mission and purposes;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained and the other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. **Definitions.** Whenever used in this Agreement, the terms listed in Exhibit 1 have the meanings stated as such Exhibit unless the context should clearly require otherwise.

Add Additional Comment
 Please remember to check the new Stark III regulations

SAVE COMMENT

Document Comments

Burkholder, Robert
 Fullam, Sharon

11/8/2007 4:24:00 PM - I have no recommend changes. FYI the credentialing process has been started as well.

VIEW ALL | REPORT ALL

When completed with your review, please set the appropriate status below:
 In Review
 Accepted As-Is
 Accepted With Comments
 Declined
 In Review

Pending Contract by Reviewer Status

Document Number: **49**
 Contract Number: **N/A**
 Organization: **USA Healthcare, Inc.**
 Contracting Entity: **USA Hospital North**
 Vendor (Other Party): **Youngblood, Mary M.D.**
 Contract Type: **Physician Employment Agreement**
 Sites(s): **Children's Place**
 Department: **Cardiology**
 Status: **Completed [Nov 8, 2007]**

APPROVED | DECLINED

Cover Sheet | Docs w/ Comments | Reviewers List

Document Reviewers List:

ADD | DELETE | RESTART

Position	Reviewer Name	Status
0	Burkholder, Robert	Accepted With Comments [11/08/2007]
1	Fullam, Sharon	Accepted As-Is [11/08/2007]
2	Beckwith, David	Accepted With Comments [11/08/2007]