



Contract Administration is a Shared Service for the Following Legal Entities: 1) Stanford Health Care; 2) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 3) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare"); 4) Stanford University Medical Network Risk Authority, LLC ("The Risk Authority"); 5) University HealthCare Alliance; 6) Packard Children's Health Alliance; 7) Stanford Health Care Advantage; 8) Stanford Blood Center, LLC; 9) CareCounsel, LLC

The Stanford Health Care - Contract Administration department provides centralized contract management and legal review services that include: coordinating contract requests, advising on contractual matters, negotiating and drafting legal documents, performing legal review and facilitating timely renewal or termination of contracts to meet internal policies and external regulations and optimize legal and business terms. This document showcases the top ten accomplishments from Fiscal Year 2018.

<p><b>1</b></p>  <p><b>Reviewed over 4,500 Contracts and Reduced Expired Contracts by 20%</b></p> <p>Contract Administration reviewed over 4,500 contracts while continuing to manage over 10,000 contracts for nine affiliated Stanford Medicine entities. Additionally, Contract Administration reduced the percentage of expired contracts by 20%, which optimizes legal and business terms.</p>	<p><b>2</b></p>  <p><b>Completed 75% of Contract Requests within 25 Business Days</b></p> <p>Contract Administration's service level agreement is to provide advice, a draft or a revised contract within 10 business days of receiving a complete and correct request. Contract Administration met this service level agreement over 80% of the time. Additionally, 75% of contracts were completed within 25 business days.</p>
<p><b>3</b></p>  <p><b>Maintained 80% Stakeholder Satisfaction and 90% Employee Engagement</b></p> <p>Contract Administration maintained stakeholder satisfaction above 80% by launching the new digital Contract Request Form, delivering educational monthly training webinars, and streamlining the contract review and management process. Employee engagement remains above 90% with team members participating in over 20 employee engagement activities.</p>	<p><b>4</b></p>  <p><b>Streamlined the Contract Request Form</b></p> <p>Contract Administration launched a new, shorter digital Contract Request Form that makes requesting contracts more convenient and efficient for stakeholders by utilizing automatic approval workflows and conditional logic.</p>
<p><b>5</b></p>  <p><b>Delivered Monthly Contract Training Webinars to over 450 Stakeholders</b></p> <p>Contract Administration team members delivered live training webinars to Stanford Medicine stakeholders on topics ranging from "Preparing Effective Statements of Work" to "Understanding Business Associate Addendums."</p>	<p><b>6</b></p>  <p><b>Presented Best Practices at National Conferences</b></p> <p>Contract Administration presented best practices and process innovations for efficient contract management and legal review at the national <i>Healthcare Law &amp; Compliance Institute</i> and the <i>Healthcare Financial Management Association</i> conferences.</p>
<p><b>7</b></p>  <p><b>Updated and Standardized over 50 Contract Templates</b></p> <p>Contract Administration updated and standardized over 50 contract templates, which made formatting and contractual language consistent across the templates and removed inapplicable provisions. This resulted in easier-to-use templates, which contributed to faster turnaround times.</p>	<p><b>8</b></p>  <p><b>Revised the Contract Administration Policy</b></p> <p>Contract Administration revised the Contract Administration Policy, thereby ensuring updated and consistent standards across nine affiliated Stanford Medicine entities and promoting compliance with internal policies and external regulations.</p>
<p><b>9</b></p>  <p><b>Administered over 250 Annual Contract Evaluations</b></p> <p>Contract Administration administered annual contract evaluations for over 250 contracts to satisfy the requirements of the Centers for Medicare &amp; Medicaid Services and The Joint Commission for annual monitoring of contracts with vendors that provide a service that can impact patient health outcomes or directly involve the care or treatment of patients in the hospital.</p>	<p><b>10</b></p>  <p><b>Provided Due Diligence, Compliance, and Legal Support Services</b></p> <p>Contract Administration provided support for compliance initiatives including assessing and tracking compliance with requirements applicable to tax exempt bond financed facilities and providing due diligence and transactional support for medical practice acquisitions.</p>