



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

Standard List of Contract Types and Contract Type Descriptions

Description: All contracts are categorized into one of the following contract types when a fully signed contract is loaded into MediTract, the contract management online database. The Office of the General Counsel ("OGC") manages and reviews contracts in the contract types highlighted in **red**. The Planning, Design & Construction department ("PD&C") manages and reviews contracts in the contract types highlighted in **blue**.

Contract Types

1. **Affiliate Agreement**
2. Architectural/Engineering Agreement*
3. Art Commission Agreement
4. Business Associate Agreement
5. **Clinical Trial/Research Agreement**
6. Confidentiality/Non-Disclosure Agreement
7. Construction Agreement*
8. Consulting Agreement
9. Corporate Sponsorship Agreement
10. Data Use/Patient Registry Agreement
11. Education Agreement
12. Equipment - Lease Agreement
13. Equipment - Maintenance and Support Services Agreement
14. Equipment - Purchase Agreement
15. Equipment - Trial Agreement
16. General - Goods Agreement
17. General - Goods and Services Agreement
18. General - Services Agreement
19. **Hospice Services Agreement**
20. **Inter-Entity Agreement**
21. **Joint Venture Agreement**
22. **Managed Care Agreement**
23. Massage Therapist Agreement
24. Memorandum of Understanding/Letter of Intent
25. Patient Transfer Agreement
26. Payment Processing Agreement
27. **Physician – Administrative Agreement: Employee**
28. **Physician – Administrative Agreement: Independent Contractor**
29. **Physician – Clinical Agreement: Employee**
30. **Physician – Clinical Agreement: Independent Contractor**
31. **Real Estate – Lessee Agreement**
32. **Real Estate – Lessor Agreement**
33. Settlement Agreement
34. Software/License Services Agreement
35. Speaker/Presenter Agreement
36. Staffing/Recruiting Agreement
37. Talent Release and Waiver

*Construction of new buildings and other significant construction related projects

Contract Type Descriptions

1. Affiliate Agreement

- a. *Description:* An agreement by which an entity shares clinical guidelines, research, clinical trials, and/or medical education programs with a university or other healthcare provider.
- b. *Examples of Contract Titles:* Affiliate Agreement, Affiliation Agreement for Resident Training.

2. Architectural/Engineering Agreement

- a. *Description:* An agreement to have an architect or engineer prepare plans, drawings, or specifications.
- b. *Examples of Contract Titles:* Architectural, Engineering, and Consulting Agreement; Agreement for Architectural, Engineering and Consultant Services.

3. Art Commission Agreement

- a. *Description:* An agreement for an artist to create unique art, whereby an entity will have either an exclusive or non-exclusive right to the artwork.
- b. *Examples of Contract Titles:* Commission Agreement; Artist Agreement.

4. Business Associate Agreement

- a. *Description:* A Business Associate Agreement a.k.a. a Business Associate Addendum (“BAA”) sets forth the terms and conditions by which Protected Health Information (“PHI”) will be handled by business associates. The BAA satisfies the Health Insurance Portability and Accountability Act (“HIPAA”) requirement that each health care provider covered by HIPAA contract with entities to control the use of PHI obtained from the health care provider.
- b. *Examples of Contract Titles:* Business Associate Agreement; Business Associate Addendum.

5. Clinical Trial/Research Agreement

- a. *Description:* An agreement that defines the roles of the facility, principal investigator (physician), or clinical personnel responsible for the study and the sponsor (drug or product company funding the study) in hosting a clinical trial or research study and any related compensation. The agreement may include purchase of medical equipment or supplies.
- b. *Examples of Contract Titles:* Clinical Study; Clinical Trial; Research Agreement.

6. Confidentiality/Non-Disclosure Agreement

- a. *Description:* When an entity is contemplating discussing nonpublic information, this agreement allows the entity to exchange confidential information with a Vendor and requires them to keep it confidential.
- b. *Examples of Contract Titles:* Confidentiality Agreement; Mutual Non-Disclosure Agreement; Unilateral Non-Disclosure Agreement; Non-Disclosure Agreement; NDA.

7. Construction Agreement

- a. *Description:* An agreement that is used for construction projects and major renovation, refurbishment, or improvement projects.
- b. *Examples of Contract Titles:* Master Owner-Contractor Agreement for Construction and Related Services; Owner-Contractor Agreement; Owner-Contractor Design Build Agreement; Partial Design Build Agreement.

8. Consulting Agreement

- a. *Description:* An agreement to have a professional with expertise assess, evaluate, provide analysis, develop strategies, provide decision support and/or recommendations to management, provide management consulting or similar professional advisory services and/or prepare a report or presentation that summarizes the consultant's work, recommendations or conclusions; the consultant may prepare or create intellectual property (e.g., prepare written materials, graphics, or other visual materials) that an Entity may want to own.
- b. *Examples of Contract Titles:* Agreement for Consultant Services; Agreement for Professional Consulting Services.

9. Corporate Sponsorship Agreement

- a. *Description:* An agreement that an entity enters to sponsor an event or team for purposes of marketing the entity's name.
- b. *Examples of Contract Titles:* Corporate Sponsorship Agreement; Events.

10. Data Use/Patient Registry Agreement

- a. *Description:* An agreement for an entity to provide data to, or in some cases exchange data with, another healthcare institution or organization for purposes of conducting research or care improvement initiatives, accreditation or improving patient safety; the entity shares, exchanges, or may license certain confidential data for specifically defined purposes (generally limited to research, care improvement, and related noncommercial purposes). Fully de-identified protected health information ("PHI") or patient data in the form of a HIPAA limited data set may be exchanged under Data Use Agreements.
- b. *Examples of Contract Titles:* Data Use Agreement; Patient Safety Organization Participation Agreement; Registry Agreement; Accreditation; Certification.

11. Education Agreement

- a. *Description:* An agreement to have a college, university, or vocational school's students come onsite to obtain clinical or practical training.
- b. *Examples of Contract Titles:* Clinical Education Agreement; Education Agreement; Academic Affiliation Agreement.

12. Equipment - Lease Agreement

- a. *Description:* An agreement for an entity to lease equipment.
- b. *Examples of Contract Titles:* Equipment Placement Agreement; Equipment Lease Agreement; Lease; Rental Agreement; Capital Equipment Lease; Operating Lease.

13. Equipment - Maintenance and Support Services Agreement

- a. *Description:* An agreement for preventive maintenance, service, and/or repair of medical equipment.
- b. *Examples of Contract Titles:* Equipment Service Agreement; Service Agreement.

14. Equipment - Purchase Agreement

- a. *Description:* An agreement to purchase any kind of equipment (e.g., medical equipment, servers, IT/IS hardware, floor sweepers/scrubbers) that typically includes installation and an accompanying warranty.
- b. *Examples of Contract Titles:* Equipment Purchase Agreement; Purchase Agreement.

15. Equipment - Trial Agreement

- a. *Description:* An agreement for short-term evaluation of medical equipment on a trial basis for no cost.
- b. *Examples of Contract Titles:* Equipment/Goods Evaluation Agreement; Trial Evaluation Agreement; Evaluation Agreement.

16. General - Goods Agreement

- a. *Description:* An agreement that sets prices and/or commits to purchase a Vendor's products, supplies, and/or equipment; may contain one or more of the following: (i) terms of volume discounts or rebates, (ii) minimum volume commitments or (iii) market share commitments (e.g., Entity will purchase XX% of its requirements for product Y from Vendor); may also provide for long-term volume and/or market share commitments for consumables in exchange for terms regarding associated equipment or regular pricing of products.
- b. *Examples of Contract Titles:* Purchase Agreement; Pricing Agreement; Supply Pricing Agreement; Product Pricing Agreement; Product Sale Agreement; Consignment Agreement.

17. General - Goods and Services Agreement

- a. *Description:* An agreement that is typically for Vendors to provide both goods (e.g., materials, parts, supplies) and services (e.g., the supply of batteries that also requires preventive maintenance or repair, or the provision of janitorial services that also requires payment for cleaning supplies).
- b. *Examples of Contract Titles:* Goods and Services Agreement; Service Agreement.

18. General - Services Agreement

- a. *Description:* An agreement for a Vendor to provide a service (e.g., coding bills, interpreters). As opposed to consultants (for which we use the Consulting Agreement), these Vendors usually will not contribute any intellectual property (e.g., prepare written or visual materials).
- b. *Examples of Contract Titles:* Services Agreement.

19. Hospice Services Agreement

- a. *Description:* An agreement to provide services to hospice-eligible patients.
- b. *Examples of Contract Titles:* Agreement - Hospice Liaison Services; Hospice Services Agreement.

20. Inter-Entity Agreement

- a. *Description:* An agreement between internal entities (e.g., Stanford Health Care ("SHC") provides a service to Lucile Salter Packard Children's Hospital at Stanford ("LPCH") for which LPCH pays SHC).
- b. *Examples of Contract Titles:* Inter-Entity Agreement; Agreement between Hospital Entities.

21. Joint Venture Agreement

- a. *Description:* A business agreement that sets the rules of the relationship between an entity and one or more Vendors, who, all together, combine their resources in order to achieve a specific business operation.
- b. *Examples of Contract Titles:* Joint Venture Agreement, Joint Venture.

22. Managed Care Agreement

- a. *Description:* An agreement between an entity and a managed care organization (an organization that combines at the same time both delivery and administration of health services and medical care) to outline cost, utilization, and quality of health benefits and additional services delivered to patients.
- b. *Example of Contract Titles:* Managed Care Agreement, Managed Care Services Agreement.

23. Massage Therapist Agreement

- a. *Description:* An agreement for massage therapists to provide services to patients.
- b. *Examples of Contract Titles:* Professional Services Agreement; Massage Therapist Agreement.

24. Memorandum of Understanding/Letter of Intent

- a. *Description:* A Memorandum of Understanding formalizes an arrangement or understanding regarding a particular transaction; it documents the key terms and provisions of that transaction. It could be binding or nonbinding and can be used in situations where the parties are still negotiating the definitive agreement. A Letter of Intent memorializes the intent of parties to enter into a formal contract. All deal terms are typically nonbinding except for the confidentiality provision.
- b. *Examples of Contract Titles:* Letter of Intent; LOI; Memorandum of Understanding; MOU.

25. Patient Transfer Agreement

- a. *Description:* An agreement to transfer patients from one facility to another facility.
- b. *Examples of Contract Titles:* Patient Transfer Agreement; Transfer Agreement.

26. Payment Processing Agreement

- a. *Description:* an agreement that pertains to banking, accepting, or processing payments.
- b. *Examples of Contract Titles:* Credit Card Payment Processing Agreement; Merchant Processing Agreement; Payment Processing Services Agreement.

27. Physician - Administrative Agreement: Employee

- a. *Description:* An agreement by which a physician provides clerical, secretarial, or other administrative services that excludes providing direct patient care to an entity.
- b. *Examples of Contract Titles:* Physician Administrative Employment Agreement, Medical Staff Employment Agreement.

28. Physician - Administrative Agreement: Independent Contractor

- a. *Description:* An agreement by which a Physician Group or a single physician independent contractor provides clerical, secretarial, or other administrative services that excludes providing direct patient care to an entity by a designated physician.
- b. *Examples of Contract Titles:* Physician Administrative Service Agreement, Medical Staff Services Agreement.

29. Physician - Clinical Agreement: Employee

- a. *Description:* An agreement for an individual physician, licensed to practice in the State of California, to provide professional qualified and competent clinical services (e.g., dosimetrists, physiotherapists, radiologists) to patients of an entity.
- b. *Examples of Contract Titles:* Physician Employment Agreement, Dosimetrist Employment Agreement, Physiotherapist Employment Agreement.

30. Physician - Clinical Agreement: Independent Contractor

- a. *Description:* An agreement by which a Physician Group or a single physician independent contractor provides professional qualified and competent clinical services (e.g., dosimetrists, physiotherapists, radiologists) to patients of an entity by a designated physician.
- b. *Examples of Contract Titles:* Professional Services Agreement, Professional Physicians Services Agreement, Physiotherapist Services Agreement, Radiologist Agreement.

31. Real Estate – Lessee Agreement

- a. *Description:* An agreement by which an entity agrees to rent the property of a Vendor in exchange for scheduled payments.
- b. *Examples of Contract Titles:* Lease Agreement; Rental Agreement.

32. Real Estate – Lessor Agreement

- a. *Description:* An agreement by which a Vendor agrees to rent the property of an entity in exchange for scheduled payments.
- b. *Examples of Contract Titles:* Lease Agreement; Rental Agreement.

33. Settlement Agreement

- a. *Description:* An agreement that resolves a dispute.
- b. *Examples of Contract Titles:* Settlement Agreement; Settlement and Release Agreement.

34. Software/License Services Agreement

- a. *Description:* An agreement for the licensing of physical software or for software as a service (“SaaS”), both of which may include maintenance and support services.
- b. *Examples of Contract Titles:* SaaS Agreement; Software as a Service Agreement; Software Subscription Agreement; Software License Agreement; Software Maintenance and Support Agreement.

35. Speaker/Presenter Agreement

- a. *Description:* An agreement for professionals to provide presentations to an entity.
- b. *Examples of Contract Titles:* Honorarium Agreement for Services; Speaker Agreement; Course Presenter Agreement.

36. Staffing/Recruiting Agreement

- a. *Description:* An agreement with companies to recruit and find new employee candidates and/or provide short-term workers (e.g., temporary nurses).
- b. *Examples of Contract Titles:* Agreement for Recruiting Services; Recruitment Services Agreement; Retained Search Agreement; Temporary Staffing Services Agreement; Clinical Staffing Services Agreement.

37. Talent Release and Waiver

- a. *Description:* An agreement entered into by a person providing an entity with a license to use such person’s image, voice, or other personal characteristics (e.g., in photographs and videos).
Examples of Contract Titles: Waiver; Talent and Release Waiver; Release; Image and Publicity License.