

Complete Healthcare Compliance Manual 2024 Resource: Contract Approval Checklist

By Jennifer McAleer and Ryan Stanberry			
Email to:			
Reminder: Checklist must be completed in its entirety for prompt processing; standard review is within 30 days			
CONTRACT OWNER NAME		VENDOR NAME	
DEPARTMENT AND COST CENTER		CONTRACT TYPE	
Dept:	CC:	Service Product Consultant (SOW only)	
REQUEST LEVEL		VERSION	
Regular Urgent – Rationale:		New Renewal Amendment Checklist Resubmission	
		Contract Reference #: (if new, N/A)	
CONTRACT AMOUNT ^[1]		DATES	
\$/year	\$total	BEGIN END	
		/	

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LEGAL REVIEW REQUESTED[2]	Begin on date of execution
No Yes – Rationale:	One-time purchase (no dates)
res rationale.	Term1 year Other:
	Auto Renew: Yes No
CONTRACT DESCRIPTION & NOTES[3]	CONTRACTING PARTY
	OHMCOMCEHN

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