

 <b>QUINCY VALLEY MEDICAL CENTER</b>	<b>Reference Number:</b>	<b>Original Date:</b>	<b>Effective Date:</b>	<b>Supersede Date:</b>
	<b>Total Pages: 1</b>	<b>April 25, 2002</b>	<b>May 1, 2002</b>	
<b>APPROVALS:</b>		<b>SUBJECT:</b>		
<hr/> Administrator		<b>QUALITY REVIEW OF CONTRACT SERVICE PROVIDERS</b>		
<hr/> Department Manager				
		<input checked="" type="checkbox"/> <b>Policy</b>	<input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Protocol</b>
<b>Manual Distribution:</b> <b>Administration</b>	<b>Originating Department:</b> <b>Administration</b>	<b>Affected Departments:</b> All Departments		

**PURPOSE:**

The purpose of this Policy and Procedure is to provide for an annual review of quality for any contract service provider involved with patient care.

**POLICY:**

Quincy Valley Medical Center will conduct a quality review at least annually for every patient care related service provider under contract with the facility.

**PROCEDURE:**

1. The Chief Financial Officer is responsible for developing and maintaining a master list of contracted patient care / service providers. This list will contain the name of the vendor, a description of the service provided, contract effective date, contract anniversary date, vendor contact name and phone number, the month that the annual quality review must be completed, the title of the responsible contract reviewer.
2. In January of each calendar year the Chief Financial Officer will print for each responsible contract reviewer a list of the contracts that need reviewed during the year. The CFO will also print a Vendor Contract Review Checklist (see attached) for each contract. The CFO will deliver the list of contracts and the Review Checklists to each responsible reviewer.
3. Each responsible reviewer will conduct the annual Quality Review on or before the end of the Review Month and deliver the completed Contract Review Checklist to the CFO for filing.
4. The CFO will be responsible for maintaining the file containing all Contract Review Checklists.
5. The Administrator will conduct an annual audit of the file of completed Contract Review Checklists and will provide feedback for responsible reviewers regarding any deficiencies that need to be corrected. If a deficiency exists, the Administrator will require the responsible reviewer to complete the review within thirty (30) days of finding the deficiency.

**QUINCY VALLEY MEDICAL CENTER**  
**CONTRACT QUALITY REVIEW CHECKLIST**

To: Contract File

From: Chief Financial Officer

Date: \_\_\_\_\_

\* \* \* \* \*

CONTRACTOR:

SERVICE / GOODS PROVIDED:

NEW: \_\_\_\_\_ RENEWAL: \_\_\_\_\_ ANNUAL REVIEW: \_\_\_\_\_

EFFECTIVE DATE OF CONTRACT: \_\_\_\_\_

TERM: \_\_\_\_\_

RENEWAL DATE: \_\_\_\_\_

RENEWAL TERMS: \_\_\_\_\_

VOLUNTARY TERMINATION:

Reviewed for Financial Terms. Note Recommendations

Reviewed for Corporate Compliance. Note Recommendations

QUALITY REVIEW – SEE REVERSE SIDE

**CONTRACT REVIEW CHECKLIST**

	<b>SERVICE QUALITY ISSUES</b>	<b>Acceptable</b>	<b>Not acceptable</b>	<b>N/A</b>
	Timeliness of Service			
	Timeliness of Repairs			
	Timeliness of phone call responses			
	Timeliness of parts/supply shipments			
	Preventive maintenance thorough			
	Continuing education on service			
	Service rep / engineers knowledgeable			
	Sales Rep / engineers			
	Cost of service			
	Service meets industry standards			
	Flexibility of provider			
	Thoroughness of provider			
	Documentation complete			
	Patient adaptability			
	Medical Staff satisfaction			

Comments:

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_