

Order of Contact Information

Following is a list of items needed for contracts, how many copies are to be included, and the order in which they need to be placed.

Support Information (1 copy of each)

Hospital Checklist
KENT/ KAMD screen
HIPAA Agreement (signed)
Data Base Checks - OIG, ELMS

Contract (4 copies of each page, assembled)

Cover page (CFMS # in **upper right-hand corner**)
Boiler Plate (with corrected language)
Code of Conduct (please insert directly before signature page)
Signature Page (CFMS # in **upper right-hand corner**) – **Blue ink preferred for signature**

Attachments :

Board Resolution
Disclosure Affidavit
Certificate of Authority
Summary of Information
Goals and Objectives
Civil Service approval (if necessary)
Multi-Year letter
Certification Letter
Late Letter
BA-22 (signed)

Please be sure to put attachments after the signature page.

Please do not copy contracts on front and back since this makes it difficult to check and some pages are missed in copying at our office.

Do not staple. Please use paperclips on all forms.

A copy of the **Cost Benefit Analysis** should be completed and kept on file at the facility and does not have to be sent to HCSD.