

To: Department Heads, Clinic Supervisors, and Directors who deal with Purdue medical clinics or similar facilities

From: Mark Kebert,

Subject: Independent Medical Health Care Contractors

Please review this information and other attached documents and share within your department. Please also forward this information to any other departmental area that you feel would benefit from it.

For purposes of this memo, independent health care contractors are considered to be all physicians, nurse practitioners or other health care providers who are *not* employees of Purdue but who do provide services and are paid by the University for those services. Examples may include non-employed medical directors, collaborating physicians or providers contracted to provide ancillary or support services.

Over the last few months the Risk Management Department and Stuart and Branigin (Purdue counsel) reviewed contracts being used by various areas within Purdue which would contract with independent health care contractors. After concluding this review, Risk Management would like to take the opportunity to remind departmental areas and the heads of various clinics of the following:

- o When you utilize an independent medical contractor you should do so under contract
- o Whenever you contract with an independent medical contractor, those contracts should be reviewed and signed only by designated members of the University Contract Group (UCG). These would be individuals who have University signature authority and have been specifically trained in contract review.

During our review it was determined that some of the existing contracts utilized for independent medical contractors could be improved to better protect both parties in the relationship. It was also determined that some of our clinics failed to put a contract in place when using these health care contractors.

To assist applicable departmental areas and Purdue clinics dealing with health care contractors, Risk Management and counsel have developed a template contract to be utilized as a tool. This template clearly spells out the responsibilities of each party and makes the relationship of each party to the other more clear. This allows for better protection of each party within the contract.

As we move forward, the Risk Management Department asks that clinics and other areas within Purdue which utilize independent medical contractors, utilize the contract template. Refer to Form RM40 at the following website: http://www.purdue.edu/risk_mgmt/pdf/RM40.pdf. Please contact Doug Sabel, Director, University Contracting Group for assistance in acquiring University signatures. Only those with proper contract signature authority are authorized to sign these agreements on behalf of Purdue University. If this template does not fit your particular situation, the UCG will work with you to find a solution that meets your needs.

It is our intent to assure that the highest quality contracts are used whenever the services of an independent medical contractor are needed. We desire to have all such contracts in substantial compliance with the features of the contract. It is also our intention to assure that all exceptions are reviewed by the University Contracting group and legal counsel.

If you should have any questions regarding this correspondence please feel free to contact me.