PIEDMONT HEALTHCARE
MEDITRACT CONTRACT INFORMATION COVER SHEET
(Scanning Checklist and Up-load Criteria Form)

Please complete this form in its entirety for each new and/or replacement contract, amendment, and any other contract-related document that affects, changes or modifies the terms of an existing agreement. Contracts will be uploaded into the MediTract database only when this form is completed and submitted to Legal Services along with a fully signed copy of the contract document(s), completed contract review form per Policy 0044 and the completed compliance form. Incomplete forms will be returned to the originator. If you have any questions on completing this form, contact Legal Services at extension 4570 or 4560.

Contracts must meet the following criteria to be uploaded into the MediTract database:

- ❑ Contract document is fully executed by all parties (including verification that the PHC signature is an authorized signer per the Limits of Authority Policy (Policy 0044).
- ❑ All schedules and exhibits have been completed and attached to the contract.
- ❑ All blanks have been completed (including, without limitation, execution and effective dates, dollar amounts, names and titles of signers and notice addresses).
- ❑ If physician contract, appropriate approvals and process completed in accordance with applicable policies.
- ❑ Contract review form per Policy 0044 (for contracts signed after February 2011).

Scanning and Up-load Profile Information:

Piedmont Healthcare Contracting Entity:_____

Note: If more than one Entity, list all Entities

Vendor (Other Party):_____

Note: If more than one party, list all parties

Contract type: _____

(e.g., Master Services Agreement, Equipment Purchase, Software License, Maintenance)

Sites:_____

Note: List all sites (e.g., PHC entities, PPG/PHI practice locations, buildings)to which this contract applies

Department:_____

Responsible Parties:

Primary:_____ Secondary:_____

Third:_____

Effective Date:_____Expiration Date:_____

Critical Dates to be captured upon load:

Date: Description:

_____ _____

_____ _____