

Healthcare Contract Management

Contracts are the fabric that binds your entire healthcare enterprise. The lifeblood of your business, contracts define the strategic relationships that drive revenues, control operations, and ensure regulatory compliance.

And yet, in the typical hospital environment, Physician Agreements--and a wide range of other contract types--are managed with a process that is fragmented, disjointed, highly inefficient, and prone to obscuring information rather than revealing critical value and risk. As a result, many health organizations find themselves flying blind, exposed to revenue leakage, inflated costs, diminished negotiation leverage, missed opportunities, poor compliance, and possible regulatory backlash.

Faced with the need to comply with regulations such as Stark, HIPAA, and Sarbanes-Oxley, more and more hospitals are rethinking the way they manage all of their contracts—especially Physician Agreements. And increasingly, they are conquering these challenges with Selectica's Healthcare Contract Management solution. This solution automates and standardizes every step of the contract management process to ensure hospital managers have quick and easy visibility into critical revenue, spend, and compliance data. Armed with this data, they can implement the controls and processes necessary to limit risks, ensure compliance, drive good business practices, and optimize patient care.

Controlling physician agreements is a monumental task. In light of Stark regulations, healthcare organizations are forced to confront several significant risks:

- Exclusion from participating in Medicare/Medicaid
- Penalties that run as high as \$100,000 per claim
- False Claims Act fines
- High cost of litigation
- Forfeiture of revenue from referrals that violate Stark

Addressing physician agreements and other healthcare contract types with complete control is not only a sound business practice in today's regulatory and business environment, it is a strategic imperative. Selectica's Healthcare Contract Management Solution is already helping 145 hospitals face the stark reality of regulatory compliance at less cost, with less IT involvement, and with far less risk than you might have thought possible.

Completely automate key contracting processes:

- Deliver audit support for Stark I, II, and III compliance—and for compliance with all other pertinent regulations.
- Track monetary compensation – and non-monetary compensation -- against the physician agreement
- Gain visibility with an integrated dashboard and alert engine for critical contract milestones, deliverables, and SLA performance
- View all contracts from a single repository that can span distributed hospital networks



“With this solution, we can cross-report on multiple business processes, across any of our more than 30 corporate entities, evaluating, for instance, spend on physician relationships by property leasing agreements.

We can also pull the specific data auditors require across multiple contracts, and multiple business processes, delivering the exact information required in a single report that is generated in minutes.

In the past, creating this report would have demanded that we first create separate reports, then manually remove whatever information was not required, and then assemble the final report—a process that could take scores of man hours.”

--Alegent Health

Ready to get started?

**Contact Selectica
at 877.712.9560 or visit
www.selectica.com**

Feature	Function	Value
Contract Creation and Approval		
Microsoft Word-based Contract Authoring	Create and edit contracts in Microsoft Word.	Simplifies negotiations with physicians because they do not have to learn--or purchase--new software.
Contract Creation Wizard	A conditional, Web-based question and answer tool that generates contracts in Microsoft Word.	Enables physicians or Hospital Contract Administrators to quickly and easily complete contracts containing the preapproved standard language required to ensure fast approval.
Clause and Template Libraries	Searchable, reportable repository of pre-approved clauses and templates that can be used in boilerplates or inserted directly into contracts.	Ensures all contracts use the standard language required to conform with hospital and regulatory requirements such as those stipulated under HIPAA and Stark.
Workflow	Highly configurable and automated rules-based workflows that supports serial, conditional, and parallel contracts and processes.	Allows workflows to be tailored to your hospital's specific requirements so that approvals can be expedited, contract overhead costs reduced, physician recruitment time and costs minimized, and staff productivity increased.
Approvals	Highly configurable and automated rules-based workflows that supports serial, conditional, and parallel contracts and processes.	
Productivity Tools		
Centralized Contract Repository	Centralized, Web-based document storage and management environment for all contracts and attachments.	Eliminates the need for paper-based contracts and associated storage costs and risks and empowers all types of contracts--including Physician's Agreements, as well as construction, procurement, employment, and leasing contracts, as well as IT Hardware/Software Agreements to be centrally stored, managed, accessed and reported on.
Search	Full-text & Boolean keyword search of business terms and attachments with robust filtering and querying capabilities.	Dramatically improves the speed with which you can access information required for internal and external audits, empowering hospitals to avoid costly fines otherwise associated with delays whole information is retrieved.
Attachments	Attach native, scanned, and faxed documents for all major file types (Word, PDF, Excel, PPT, image files, and more) to any contract.	Easily allows Physician Rate sheets or any other supporting documents to be attached to the Physician Agreement--or to any other contract type.
Electronic Fax Loading	Existing contracts, including third-party contracts, can be loaded into the Selectica repository via Fax. Faxes are automatically converted to fully searchable PDF format and attached to the corresponding contract.	Streamlines input of paper-based contracts to the Selectica repository while also facilitating completion of new physician agreements which can now be received from physicians via fax ,scanned, indexed, and automatically stored correctly in the Selectica repository.
Personalized Dashboard	Personalized dashboard displays of contract status, open tasks, searches, and reports. Includes a calendar and individual alerts for expiring contracts and task deadlines.	Gives Hospital Administration staff quick and secure access to the specific contracts and data they are authorized to see.
Reporting		
Reporting	<ul style="list-style-type: none"> Simple-to-use ad-hoc reporting tool generates on-demand reports. One-click access from report results to specific contract records. Reports include capabilities and displays on personalized dashboards. Full audit trails identify who made what changes to contract records. 	Delivers quick and easy access to the information required by internal and external auditors, business managers, and partners.
Alerts		
Notifications and Tasks	Email notifications based on contract dates, expirations, renewals, key events, tasks, and approvals, as well as updates from external systems.	Ensures Stark compliance by automatically tracking Non-Monetary Compensation provided to each individual Physician under contract, while also alerting staff when Non-Monetary Compensation approaches the annual threshold.
Custom Email Alerts	Custom email content can be included whenever an email is sent from our system, whether based on a workflow event, a contract compliance alert, a business rule, or a scheduled report delivery. The email can contain direct links to the associated records.	Encourages timely responses to contract workflows by physicians and hospital staff.
Contract Management Administration		
Selectica Composer Suite	<p>Tailored processes for Contracts, Boilerplates, Approvals, Tasks, Notifications, User Accounts, Rules, and more can be created and controlled without expensive IT or professional services resources.</p> <p>Approvals for both serial and parallel processes can be established that automatically adjust to specified business terms such as amount of contract, start date, payment terms, and type of agreement</p> <p>Unique contract compliance alerts and performance analysis reports can be set up for any or all contract types.</p>	Streamlines all administrative tasks associated with implementing best business practices for contract management so than hospitals can minimize resource consumption and free staff for the more critical support of Patient Care activities.
Security		
Permissions	User- or group-specific permission-level access to both data and menu functions, tested and certified by Nested Security Testing and in IBM Performance Labs.	Ensures HIPAA and Stark compliance by protecting unauthorized access to, and modification of, patient and physician records.
Integration		
Integration	Strong SOA platform provides bi-directional integration via Web Services with back-office systems such as Billing, Matter Management, Human Resources, ERP, and Procurement systems.	Protects resources and ensures Stark Compliance by preventing overpayments to physicians while also enabling implementation of data flow controls to prevent HIPAA, SOX and False Claims Act violations.