

LAC+USC MEDICAL CENTER POLICY

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| Subject: PATIENT SERVICES CONTRACTS | Original Issue Date: 11/75 | Policy # 112 |
| | Supersedes: 2/13/18 | Effective Date: 6/24/21 |
| Departments Consulted: Financial Management Nursing Medicine | Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council | Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer |

PURPOSE

To ensure that administrative staff, management staff, Attending Staff, and other LAC+USC Medical Center employees are aware of their authority and responsibilities for carrying out the mission of the Medical Center when patient services are provided by contract.

POLICY

The Medical Center shall provide, in a timely manner and within the scope of its defined services and resources, the services required to meet the needs of its patient community. Services may be provided by County employees or by means of contracts. When contracts are for patient care services, the source of the contract (contractor providing the service), including private partnerships, shall be approved by the Attending Staff Association and Medical Executive Committee.

PROCEDURE

The Board of Supervisors has sole authority to approve and terminate County contracts. All contract requests must be referred to the Department of Health Services', Contracts and Grants Division for processing and referral to the Board. Contracts and Grants Division responsibilities include, but are not limited to, seeking advice of County Counsel; developing, with affected facilities, service standards and uniform standards for bid evaluation and negotiation; developing and distributing Requests for Proposals (RFP'); and managing the competitive bid process. County contracts involving healthcare facilities stipulate that contractors must meet all licensing and accreditation requirements, including staff competence, confidentiality of records, and conflict of interest disclosure.

Services may not be requested or accepted from a potential contractor before Board approval of the contract.

Attending Staff participation in requesting patient care contracts and selecting contractors is provided at various phases of the contract process. Attending Staff define, or assist in defining, the need for patient service contracts; participate in developing the professional and service standards by which potential contracts are evaluated; and participate in bid evaluation teams who select contractors.

Once contracts are awarded, the quality of contracted services shall be monitored by Attending Staff through direct supervision of contract staff and/or through formal quality improvement

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activities. (Contracts for nursing services are initiated, evaluated, and managed by the administrative section of Nursing Services.)

If, at any time during the term of the contract, the contractor is found to be in violation of the terms of the agreement with the County, the contract may be terminated by the Board of Supervisors. Contracts may also be terminated by mutual consent, with approval of the Board.

A master file of all Medical Center contracts shall be maintained by Financial Management. Senior Executive Council members, or their designees, with administrative jurisdiction over the services being provided are assigned as contract administrators and/or monitors and shall maintain copies of contracts for which they are responsible. Contract administrators are responsible for developing, in conjunction with Financial Management, a control system for requesting and receiving services, confirming (with Medicine, Nursing, or other professional disciplines having direct oversight of services) satisfactory service provision, and monitoring and approving expenditures.

Service, administrative, and fiscal reviews of contracts are conducted annually. Service reviews are based on monitoring instruments developed in collaboration with appropriate Medicine, Nursing, or other professional disciplines. Administrative and fiscal reviews are based on contract stipulations.

RESPONSIBILITY

- Financial Management
- Senior Executive Council Members
- Administration
- Attending Staff
- Nursing Services and Education Administration
- Department Managers
- Division Managers

REFERENCES

- DHS Policy #160, Contract Program
- DHS Policy #161, Patient Service Contracts
- DHS Policy # 165, Contracts with Private Businesses to Perform County Services
- California Code of Regulations, Title 22

REVISION DATES

February 9, 1999; April 16, 2002; May 3, 2005; September 30, 2008; March 10, 2015; February 13, 2018; June 24, 2021