

# Automating Healthcare Contract Lifecycle Management

Centralize management of all your healthcare organization's vendors, contract workers, services, and physician contracts, including business associate agreements.

Tired of managing multiple spreadsheets and attempting to track contract end dates across disparate documents. Do you have multiple file repositories for your different types of contracts? Are you working with multiple individuals from inside and outside your facility? Do you need to streamline workflows and centralize paperwork to avoid financial risk and lost revenue? Are you in compliance with governing regulations and standards.

Hospitals and healthcare systems seeking greater insight across their organization can benefit from automating their contract management practices. Contracts Manager provides a high degree of security, along with the ability to identify which contracts need to be renewed, mitigating risk and increasing efficiency in your organization. Contracts Manager enables you to set up unique workflows for contract processes, including renewal evaluations, assessments, drafting of new contracts, and amendments to existing contracts.

## What is Contracts Manager?

Contracts Manager is a cost effective SaaS-based user-friendly comprehensive contract lifecycle management software solution, designed for the healthcare industry. It simplifies the management of contracts by fully automating the workflow surrounding them, resulting in a seamless paperless environment.

Healthcare administrators, managers, and supply chain staff, are able to quickly create or import existing contracts, manage them and store them securely in one centralized repository where they can be searched, analyzed, and organized. Contracts Manager simplifies the way contracts are managed, from start to finish!

Unlike other healthcare contract lifecycle management solutions, Contracts Manager supports **unlimited number of contracts and users**. You do not need to worry about how many documents will be uploaded or created in the system, as there are no limitations. As your company's business grows, the system will help you tackle the challenges of managing multiple contracts. There are also no limits on how long you store your old contracts in our system.



## Stitching

Contracts Manager offers the possibility to work separately on each contract, addendum and schedules, and then “to stitch” everything together into one single PDF document.

## 3rd Party Access

Complete secure, restricted access, online document collaboration environment. The software allows your team to collaborate in real-time with third parties to have remote access to specific parts of contract related document(s), making the overall management of contracts efficient and less burdensome.

## Workflow & Collaboration

Flexible and configurable workflow and online document editing/collaboration tools provide an efficient environment for teams to get their jobs done faster. Contracts Manager also allows creating or importing contracts, managing them and storing them securely where they can be organized and searched.

## Contract Types

The software supports contracts used with others for services they offer as well as for contracts with vendors for products or services they received.

## Electronic Signatures

The integrated proprietary eSignatures module enables a comprehensive electronic signatures workflow in compliance with United States Electronic Signatures in Global and National Commerce (ESIGN) Act, the Uniform Electronic Transactions Act (UETA), and the US Life Sciences FDA Regulations 21 CFR Part 11. All electronic signatures are time and date stamped with detailed audit logs. The eSignatures work-flow also includes automatic triggering of real-time email notifications with embedded links for signers to complete signing documents assigned to them.

## Business Benefits

- ❖ Automate and streamline workflows
- ❖ Improve visibility to reduce financial risk
- ❖ Adhere to regulatory requirements from oversight agencies
- ❖ Optimize operational efficiencies
- ❖ Shorten the time spent from weeks to days
- ❖ Decrease costs significantly

## Easy Tracking

The software offers unique data attributes and contract meta-data to track all contract fields and data points. Audit logs allow for detailed forensics on contracts.

## Automated Notifications

The software includes comprehensive ability for tracking specific contract-related items and for setting up email alerts.

## Document Setup

The software allows setting up specific document trees and folder structures.

## Modular Data

Contracts Manager allows assigning module-specific data/document access rights and feature privileges.

## Specific Project Workflow Setup

Contracts Manager can be used for renewal evaluations and assessments, as well as for drafting new contracts, existing contract amendments and more.

## Software-as-a-Service

Contracts Manager is a cloud-based solution therefore, no hardware or software procurement is necessary, including minimal involvement from your already burdened in-house IT staff.

### Work Groups & Committees

Contracts Manager allows setting up specific work-groups and committees as well as work-flow processes and templates.

### Integration with PolicyMedical PolicyManager™

[PolicyManager™](#) is a SaaS-based intuitive policy management software solution, designed for the healthcare industry. It enables healthcare professionals to streamline the workflows associated with the creation, review and approval of policies to support regulatory and accreditation activities as well as improve patient safety.

### Integration with Integrity Manager

[Integrity Manager](#) is a SaaS-based intuitive vendor risk management software solution, specifically designed for the healthcare industry. It enables healthcare organizations to audit and manage their business associate agreements, maintain a state of continued compliance with status on sanctions/exclusions and/or any criminal records on vendors and contract workers.

### Integration with 3rd Party Cloud Based File Sharing Applications

Contracts Manager integrates seamlessly with cloud-based file sharing applications like Dropbox, Box.net, OneDrive, etc.

“PolicyMedical’s visit and demo at our facility not only proved to be a major deciding factor in our vetting process, but also gave us the confidence that PolicyMedical would be an integral part of our health system’s contract and policy processes for years to come. The PolicyMedical team displayed the functionality and ease of the system in a seamless fashion.”

**Sean Cleary, Strategic Sourcing Analyst,  
LCMC Health**



**To see Contracts Manager in action schedule a free no obligation product demo or speak to one of our specialists, [vist www.policymedical.com/book-demo](http://www.policymedical.com/book-demo) or contact us at 1.888.697.6331 ext. 724.**

### About PolicyMedical

Trusted by more than 3000 healthcare organizations, PolicyMedical is a leading provider of cloud-based enterprise-class healthcare regulatory compliance software solutions designed to reduce administrative burden and enhance patient safety. We were founded in 2001 with the vision to make people happy and healthy by reducing the stress, and anxiety related to policy, contract, vendor and employee management. Our customers include Dignity Health, Kindred Healthcare, Baylor Scott & White Health, Advocate Health Care and others. To learn more, visit [www.policymedical.com](http://www.policymedical.com) or take the [two-minute virtual PolicyManager tour](#).

