



# Efficient Revenue Cycle Processes/Lean Project Participant Agreement

Facility Name: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

**Yes**, our facility would like to commit to participate in the Efficient Revenue Cycle Processes/Lean Project from March to July 2024. We agree to participate in all phases of this multi-hospital collaborative. Our facility understands this commitment requires support from administrative leadership to meet the expectations outlined below.

\_\_\_\_\_  
*(CEO/Administrator Signature)*

\_\_\_\_\_  
*(Facility Project Contact/Lead Signature)*

\_\_\_\_\_  
*(Date)*

## Facility Expectations:

- Payment of **\$250 project participation fee**. (Send check payable to Healthworks after receiving notice of acceptance)
- Attend and participate in a pre-kick off lean training webinar on March 13
- Attend and participate in an in-person kick-off session on March 19
- Provide staff time and resources necessary for commitment to the project. This includes project work within your facility, which will be ongoing throughout the duration of the project
- Participate in a virtual site visit and coaching zooms with Healthworks project staff
- Participate in the development of and commitment to an ongoing, sustainable monitoring program
- Maintain and submit progress reports to Healthworks project staff monthly
- Attend and participate in a virtual wrap up session at the conclusion of the project on July 30

## Healthworks Expectations:

- Basic lean and quality improvement training for revenue cycle management
- A kick-off session to provide a foundation and assist each facility with establishing internal goals
- Facilitation of peer networking
- Assistance on using lean tools and techniques for improvement
- Administration and analysis of organizational culture related to revenue cycle management
- Access to lean expertise and project management assistance
- A virtual wrap up meeting at the conclusion of the project to celebrate successes and build the plan for sustainability within your organization

**Please return this agreement no later than February 29, 2024.**

**Attn: Susan Pattie, [spattie@kha-net.org](mailto:spattie@kha-net.org)**

**FAX: 785-233-6955**