



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 February to July 2025. 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

(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 February 12
- Attend and participate in an in-person kick-off session on March 26
- 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 29

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 January 17, 2025

Attn: Susan Runyan, srunyan@kha-net.org