

Efficient Revenue Cycle Processes Project Participant Agreement

Project Contact: _____

Email Address: _____

Facility Name: _____

City: _____

Phone: _____

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

CEO/Administrator Signature

Facility Project Contact/Lead

____ / ____ /21
Date

Facility expectations:

- Payment of **\$250 project participation fee**. Make checks payable to Healthworks.
- Commit to and participate in a one-day face-to-face working session.
- Provision of 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.
- Participation in the development of and commitment to an ongoing, sustainable monitoring program.
- Maintain and submit a provided progress report to Healthworks project staff by the date reflected on the calendar.
- Commit to and participate in a wrap up meeting at the conclusion of the project.

Healthworks will provide:

- A one day face-to-face working session at the onset of the project to provide a foundation and assist each facility with establishing internal goals.
- Basic Lean and quality improvement training for revenue cycle management.
- 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 wrap up meeting at the conclusion of the project to celebrate successes and build the plan for sustainability within your organization.

Attn: Susan Pattie (spattie@kha-net.org)

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