

Hospice Vendor CONTRACTING TOOLKIT

In its continuing effort to help hospices establish compliant contracting relationships while saving time and money, the Reinhart Hospice and Palliative Care Practice Group has developed the Hospice Vendor Contracting Toolkit. This toolkit contains the tools and sample agreements that will allow hospices to develop their own compliant contracts with vendors, such as DME and therapy providers.

Developed through Reinhart's experience working with hospices throughout the country, these materials were drafted in light of the revised Medicare Conditions of Participation, which become effective on December 2, 2008. The revised Conditions of Participation introduced a number of new requirements that must be considered when contracting with hospice vendors.

This toolkit provides:

- A "Vendor Contracting Checklist." This step-by-step guide identifies the specific requirements that must be addressed in all vendor contracts to comply with the Medicare hospice regulations, as well as the general obligations affecting vendor relationships. By helping you understand the various requirements facing hospices when they contract for services, this tool can be used to develop or modify vendor contracts, and can help you evaluate existing vendor contracts to determine whether they contain the required elements.

Please note that the toolkit does not address additional requirements that may exist under your state's law, or if you receive accreditation through the Joint Commission or CHAP.

- The following sample vendor agreements, which can be used to develop your own customized contracts:

- Medical Supplies and Equipment Agreement
- Therapy Services Agreement
- Laboratory Services Agreement
- Pharmacy Services Agreement
- Pharmacy Consultant Agreement
- Ambulance Services Agreement
- Radiation Therapy Services Agreement
- Mobile X-Ray Services Agreement
- Supplemental Staffing Services Agreement

This valuable and cost-effective toolkit is available for purchase at a reduced price of \$650 for clients of Reinhart Boerner Van Deuren s.c. The price for NHPCO members who order through the NHPCO Marketplace is \$695 plus shipping and handling. Others may purchase the toolkit for \$1095. Please complete the order form below. **Due to the interactive nature of these documents, this Toolkit is only available electronically.** Once we have processed your order, we will forward the toolkit to you electronically.



National Hospice and Palliative Care
Organization



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Four Easy Ways to Order:

1. **Online:** www.nhpco.org/marketplace
2. **Phone:** 800-646-6460
3. **Fax** the order form to: 877-779-6472
4. **Mail** completed order form to: NHPCO
P.O. Box 34929
Alexandria, VA 22334-0929

NHPCO members who are not Reinhart clients should order the Guide through the Marketplace for \$695, plus shipping and handling. Reinhart clients should call 608-229-2253 to order at the client price of \$650.

Are you a NHPCO member?

Yes No

Member # _____

PAYMENT OPTIONS:

Check payable to "NHPCO" enclosed.
(Payment must be in U.S. dollars and draw on a U.S. bank.)

Please charge my credit card:

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Name of Cardholder: _____

Authorized Signature: _____

Billing Address: _____

Name: _____

Company: _____

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Phone: _____

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