

ATTACHMENT 5

Professional Services Contracting

General Policy.

1. No one may contact on behalf of the UNTHSC unless expressly authorized to do so in writing by the President. This requirement is not affected by the source of funds used.
2. Unless otherwise authorized in writing, contracts requiring fiscal expenditures must be signed by the Senior Vice President for Fiscal Affairs & Administration.
3. Individuals who sign contracts without signature authority may be held personally liable in the event of a lawsuit.
4. The point of contact for all physician professional services contracts at UNTHSC is the Vice President, Practice Operations and Chief Administrative Officer, MSRDP.
5. Prior to signature, all contracts must be submitted to the Office of Legal Affairs for review and approval.
6. Departments are responsible for the final version of any UNTHSC contract that was initiated by a member of that department. All parties to the agreement must have signed the final version of the contract. When forwarding a contract that has been signed by a UNTHSC representative to an outside party for signature, it is the department's responsibility to request and ensure that a conformed copy, containing the signature of all parties, is returned to the department.
7. Departments are also responsible for compliance with the specific terms of the contract. Each department should establish a method of tracking compliance with the specific terms in the contract applicable to their department.
8. The Vice President, Practice Operations and Chief Administrative Officer, MSRDP will validate and reconcile all department specific contracts (i.e., medical director agreements) on a semi-annual basis in concert with the Senior Administrative Official in each department.