

SOW SERVICES SCHEDULE COMPLIANCE DOCUMENT MANAGER

1. **Overview:** Compliance Document Manager (the “Service”), a Provider Solution, is a cloud based service that allows the User and its Affiliates which subscribe to the Service (“Affiliates”) to screen companies with which the User does business (“Vendors”) for potential identification as a Business Associate, as defined by the Health Insurance Portability and Accountability Act (“Business Associate”) and manage Business Associate agreements and related documents from Vendors (“BA Documents”).

The Service provides: (a) a portal for User to request, store, and monitor BA Documents; (b) an ability to view data available through the Service regarding Vendor’s potential Business Associate status; (c) an ability to request a BA Document from a Vendor and ability to receive a BA Document from a Vendor who is registered and paid a credentialing fee (“Registered Vendor”); (d) tracking of User’s BA Document collection; and (e) integration with the network of Vendors and Registered Vendors.

2. **Service Details:**
 - a. **Fee Metric:** The Fee Metric is the number of licensed beds listed in the **Invoice Schedule** as of the Effective Date.
 - b. **Territory:** United States.
3. **Fee Adjustments:** Fees are based on Service Details. Fees will increase if the Service Details change. Fee adjustments will be at then-current rates for the Service.
4. **Assumptions**
 - a. User subscribes to Vendor Manager.
 - b. GHX is not responsible for the accuracy of the Vendor Master File, BA Documents, or Vendor provided information.
5. **GHX Responsibilities**
 - a. Provide activation program.
 - b. Use commercially reasonable efforts to make the Service available 24 hours a day, seven days a week, at least 98.5% of the time as measured on a monthly basis.
 - c. Configure up to five initial administrative contacts (“designated administrators”).
 - d. Conduct one remote training session for up to five designated administrators on how to setup additional individuals authorized by User to login to the Service (“designated individuals”) within the Service.
 - e. Conduct up to three remote, web-based designated individual training sessions.
6. **User Responsibilities**
 - a. Provide up to five designated administrators to be the primary contacts between GHX and User. Once trained, designated administrators will create logins and train designated individuals for the Service.
 - b. Create a policy for determining Vendor’s Business Associate status and process for requesting, collecting, and managing BA Documents.
 - c. Provide one consolidated file of all Vendors including the Vendor’s parent company’s FEIN, name, address, and any other information required by GHX (“Vendor Master File”).
 - d. Screen Vendors, identify Business Associates, and request BA Documents as required for identified Business Associates.
 - e. Make available necessary resources and provide requested data and/or information to support the implementation and subscription of the Service.
 - f. Use best efforts to require Vendors to become Registered Vendors.
7. **Acceptance:** The Service is accepted when GHX has notified one designated administrator the Service is available.