

U-Drive Contract Scans Archive.

1. Under “U:\Finance & Administration\Contract Processing” we created **4 subfolders for FY** 06-07; 07-08; 08-09; 09-10.
2. Each **FY** is divided into two parts:
 - i. · Templates;
 - ii. · Contract Scans;
3. Each **“Contract Scans” folder** is divided into **47 subfolders** covering all LSUHSC Departments, HCSD entities, major hospitals and other important categories (e.g. Multidisciplinary Contracts and Affiliation Agreements)
4. **Several major and the most complex subfolders** are further divided into subsections reflecting each of the specialties/sub departments within the entity (e.g. LSUHSC Dept. of Medicine; EKLMC and UMC);
5. Last, **each final folder** is broken into two smaller parts:
 - a. · Contracts Fully Executed
 - b. · Contracts in Process – please, note, that “In Process Contracts” shall only be scanned into the database upon special request and/or under special circumstances.

Basic rules for filing and finding your contract scan:

- **A formula** shall be used for each individual scanned contract consisting of the following components:
 1. Name of the contracting facility/entity (abbreviated);
 2. Name of the LSUHSC Department (abbreviated);
 3. Contract ID;
 4. Abbreviated type of contract (e.g. AA for Affiliation Agreements; LT or PSA for Locum Tenens/Professional Services Agreements; PS/NPS for Paying/Non-Paying Supplements, FSC/NFSC for Fed./Non-Fed. Sub-Contracts, EXP. For Expenditure Contracts, etc.);
 5. FY or range of Fiscal Years the contract covers – eg. 07-09 for the most recent Affil. Agreements.

- Each contract will be filed multiple times in all folders for each FY it extends
 - Each **HCS**D facility has its own separate folder. Every HCS
 - We have **6 special folders** for the major teaching hospitals/contracting parties. Their contracts will be also **double filed** (just like HCS
 - There is a special folder for **Multidisciplinary Contracts** on the main screen. We shall double file these contracts under the individual Departments, however only if there is any special significant connection between them and/or under special circumstances as deemed necessary;
 - In addition, please, note that there is also a special folder for multidisciplinary **Affiliation Agreements**, which are initiated and processed upon Departments' request solely by the Contract Management team.
1. Touro Infirmary;
 2. Children's Hospital;
 3. Our Lady of the Lake Hospital;
 4. Ochsner Clinic Foundation;
 5. Ochsner Medical Center – Kenner;
 6. West Jefferson Medical Center;
 7. Other major contracting entities shall be added as deemed necessary.