

Contract Database and Corporate Governance for Health Care Corporation



SITUATION

Proteus Discovery Group was engaged to assist a regional healthcare provider in its efforts to update, strengthen, and intensify its corporate governance practices. Specifically, the client had retained over 10,000 hard copy and electronic health care contracts and related documents that were scattered throughout its vast physicians' network. This unstructured data was housed within different departments throughout the region, making the information exceedingly difficult for the client's legal and compliance stakeholders to locate, organize, examine, and utilize.

The client settled upon contract management software that would allow this information to be accessible throughout the organization, but quickly realized that their key stakeholders had neither the experience nor the bandwidth to reliably input each document into the database. It needed a review team with the experience, legal acumen and organizational know-how to enter this treasure-trove of institutional data quickly, accurately, and consistently.

ACTION

Proteus retrieved, digitized, and OCR'd all the client's paper documents so they could be loaded into their own individual records in the database. Each type of contract and/or related document was placed into categorized folders including Physician Contracts, Service Contracts, Real Estate Contracts, and Clinical Trial Agreements for ease of review and entry. Proteus developed and deployed a protocol that allowed its review team to evaluate and enter the pertinent data from each document into the comprehensive healthcare contract management platform in a consistent, repeatable, and defensible manner. Amendments, addendums, schedules, and other related documents were then linked to master documents. Post-project audits and other quality control measures were used to verify the quality and accuracy of the review team's work, while simultaneously identifying holes in the client's initial collection efforts.



Proteus Discovery Group is a legal services and consulting firm specializing in Information Governance, eDiscovery, and Document Review. For more information, visit www.proteusdiscovery.com.

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THE RESULT

Proteus played a crucial role in transforming the client's unstructured data into a highly searchable and well-organized database that could be utilized to automate, search, analyze, and report critical information needed by the organization's various stakeholders.

Proteus aided the client in reducing potential liability, as well as the legal and regulatory risks associated with de-centralized and disjointed record keeping.

Automation features within the contract management platform were populated to alert the client when contract renewals and other triggering events are upcoming and/or past due.

