**HEALTHCARE SCOPE OF SERVICES
TEMPLATE**

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| **FACILITY NAME / PROVIDER** | Name |
| **PROJECT MANAGER** | Name |
| **PHONE** |   |
| **EMAIL** |   |
|  **MAILING ADDRESS** |   |
| **CONTRACTING PARTY** |   |
| **DATE** | MM/DD/YY |



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| 1. PURPOSE |
| Explain the purpose of the document, such as providing healthcare services within a specific context. |
| 2. SCOPE OVERVIEW |
| Describe the healthcare project or contract. Define the primary healthcare goals and objectives. |
| 3. SCOPE OF HEALTHCARE SERVICES |
| Specify the healthcare services to be provided. Include details on medical specialties, diagnostic procedures, treatments, and care levels. |
| 4. HEALTHCARE PROVIDER RESPONSIBILITIES |
| List the responsibilities of the service provider / contractor. Include tasks, deliverables, and timelines. |
| 5. QUALITY AND PERFORMANCE STANDARDS |
| Define healthcare quality standards and performance metrics. Outline clinical outcomes, patient satisfaction, and compliance expectations. |

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| 6. MEDICAL PROTOCOLS AND GUIDELINES |
| Specify the medical protocols and clinical guidelines to be followed. Include any industry-specific best practices. |
| 7. PATIENT CONFIDENTIALITY AND PRIVACY |
| Address patient data protection, HIPAA compliance, and confidentiality requirements. |
| 8. EMERGENCY RESPONSE AND PREPAREDNESS |
| Explain the procedures and protocols for handling medical emergencies. |
| 9. HEALTHCARE TECHNOLOGY AND EQUIPMENT |
| Describe the use of healthcare technology, medical equipment, and tools. |
| 10. REGULATORY COMPLIANCE |
| Highlight healthcare regulations, licenses, and certifications required. Address compliance with government agencies and accreditation bodies. |

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| 11. HEALTHCARE DOCUMENTATION |
| Explain how healthcare records, reporting, and documentation will be managed. |
| 12. INFECTION CONTROL AND SAFETY |
| Describe measures for infection control, hygiene, and patient safety. |
| 13. COMMUNICATION AND COORDINATION |
| Detail communication processes among healthcare providers, patients, and stakeholders. Include care coordination procedures. |
| 14. PATIENT EDUCATION |
| Explain how patient education and informed consent will be handled. |
| 15. BILLING AND INSURANCE |
| Outline the billing and insurance procedures, including patient billing, coding, and claims processing. |

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| 16. TERMS AND CONDITIONS |
| Include specific healthcare-related terms and conditions. Address healthcare-specific dispute resolutions and termination clauses. |
| APPENDICES |
| Attach relevant healthcare policies, procedures, and clinical guidelines. |
| SIGNATURES |
| **PROJECT MANAGER** |   |
| **SIGNATURE** |   |
| **DATE** | MM/DD/YY |
| **SIGNATORY NAME** |   |
| **SIGNATURE** |   |
| **DATE** | MM/DD/YY |

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