



**Manifest MedEx (MX) Ambulatory Contracting Package WITH
Inland Empire Health Information Organization
CHECKLIST**

The documents below must be filled out **electronically** and may be signed **ONLY** by those who have signing authority under the Practices' TIN.

Items requiring your attention are outlined below:

1. SYSTEM ACCESS LICENSE AGREEMENT

(Allows the Participant access to the Manifest MedEx Health Information Exchange Platform)

- Page 1**
 - Enter date the agreement is being signed
 - Enter practice legal name
 - **Confirm Inland Empire Health Information Organization is in the agreement**
- Page 5**
 - Under Participant, have the signatory provide their signature, title, and date (same date as page 1).
 - Under Notice to MX, add the physical and email address that will receive notifications on behalf of the Participant.

SCHEDULE A *(Part of the System Access License Agreement)*

- Page 6 & 7** Fill out the fields with the requested information for Sites and Providers. To add additional Sites and Providers, please contact the email below.

2. MX AMBULATORY DATA CONTRIBUTION INTAKE FORM

(Provides the necessary information for MX to onboard the Participant to the Platform)

- Page 8** Fill out the fields with the requested information. Please provide initials to authorize access to LabCorp, Quest and Radnet in the bottom section on Page 8.

FOR LABCORP USERS ONLY - LABCORP PROVIDER AUTHORIZATION

(Allows MX to receive Participant's LabCorp data)

- Page 10** Sign up to allow MX to receive Participant's LabCorp data. List Participant's LabCorp Account Number on the form.

3. LETTER OF INTENT

(Allows MX to list your practice as a participant for the Cal-HOP program)

- Page 11** Skip this step if you answered "No" to "Does your practice serve Medi-Cal patients?" on page 9. Copy the Letter of Intent onto your organization's letter head, sign, and PDF.

SUBMIT THE COMPLETED PACKET ELECTRONICALLY VIA ADOBE SIGN.

Questions? Please contact ambcontracts@manifestmedex.org

Phone: (424) 214-0473

SYSTEM ACCESS LICENSE AGREEMENT with HIO

THIS AGREEMENT is entered into this _____, by and between Manifest MedEx, a California nonprofit public benefit corporation (“MX”), and _____ (“PARTICIPANT”) and by and between Inland Empire Health Information Organization, a California nonprofit public benefit corporation (“HIO”). MX, HIO and Participant are referred to in this Agreement and related documents individually as “Party” or collectively as “Parties.” HIO and MX are referred to collectively as “HIE Provider.”

RECITALS

MX is organized to facilitate health information aggregation and sharing in a manner that complies with Law.

MX operates a health information exchange (the “HIE”) that will enable its participants to electronically provide and receive health information regarding their patients.

Participant is a physician/medical group that will both provide data to and receive data from the HIE. Participant will list any related medical groups or affiliates who will also participate in the HIE in Exhibit A to this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants of this **Agreement**, the parties hereto agree as follows:

1.SYSTEM ACCESS LICENSE

A. Participant will participate in the HIE, as set forth in this Agreement.

B. MX grants to Participant for the term of this Agreement, and Participant accepts, a non-exclusive, personal, nontransferable, limited right to access and use the System under the terms and conditions set forth in the Agreement including the **MX Policies** ([LINK](#)) and **Definitions** ([LINK](#)). Defined terms are in bold text upon first mention.

C. Participant shall restrict access to and use of the **System** to **Participant** and its **Authorized Users**. Participant shall implement security measures with respect to the System and safeguard **Patient Data** as required by the Agreement. Participant shall notify MX promptly of any unauthorized access or use of the System of which Participant becomes aware.

C. Participant shall, to the reasonable satisfaction of MX, educate and train its Authorized Users regarding the requirements of the Agreement, including the **Policies** and privacy and security protocols.

2. TERM

A. Term and Termination. This Agreement shall be effective on the Effective Date and shall remain in effect until terminated as described herein. Participant and MX may terminate the Agreement at any time, with or without cause, and without penalty, upon thirty (30) days’ prior written notice. MX may terminate this Agreement if MX determines that Participant’s actions or continued participation in the MX Platform would, or is likely to, endanger the privacy or security of Patient Data or places the Participant out of compliance with the Policies. HIO may terminate the Agreement at any time, with or without cause, and without penalty, after

delivering thirty (30) days' prior written notice to MX. Upon any such termination by HIO, the Agreement shall continue between Participant and MX unless otherwise validly terminated by one of those two Parties.

B. Effect of Termination on Patient Data. Upon any termination of the Agreement, Participant shall have no continued right to receive or duty to provide Patient Data, or to receive the **Services**. Upon any termination, the Parties will comply with the provisions of the **BAA** as it pertains to **PHI**. If Participant has provided Patient Data to MX, the Parties acknowledge and agree that such Patient Data has been merged with MX's and/or Participant's data and, accordingly, it is infeasible to destroy, delete or return that Patient Data. MX shall protect such Patient Data as it protects all other Patient Data in its possession. To the extent that either Party possesses Patient Data from the other Party, each Party shall protect that Patient Data as it protects all other Patient Data in its possession, but is not required to destroy, delete or return that Patient Data upon termination.

3. FEES

Participant as a physician/medical group shall not pay subscription or implementation fees to MX. MX reserves the right to implement fees for physician/medical groups upon sixty (60) days' written notice.

4. PRIVACY/SECURITY

A. Business Associate Agreement (BAA). By executing the Agreement, MX and Participant confirm the terms of the BAA ([LINK](#)) and agree to comply with the BAA. The provisions of this clause and the BAA shall survive termination of this Agreement.

B. Notification of Breach of Privacy or Security. Each Party shall notify the other of any suspected or actual **Breach of Privacy or Security**.

5. SYSTEM, SERVICES, and DATA CONTRIBUTION

A. System and Services. MX will provide to Participant the following services ("**Services**"):

- Web-based query portal that enables Participant to look up and access an individual patient's health information.
- A notification service that alerts Participant when a Patient of Participant is: (i) seen in the emergency department of Participant or an **NP Participant**; or (ii) admitted to or discharged from the hospital of Participant or an NP Participant. Notifications will be based on the patient panel submitted by Participant.
- Reporting and analytic services that support Participant in analyzing the healthcare needs of Participant's patients.

MX reserves the right to make changes to the Services upon sixty (60) days' written notice.

MX shall develop and maintain MX Policies ([LINK](#)). MX shall use commercially reasonable efforts to retain and maintain its HITRUST CSF certification in accordance with HITRUST standards.

B. Data Contribution. Physician/Medical Group Participants will provide the following Patient Data to MX:

- a. **Patient panel** within 30 days of the Effective Date, and regularly thereafter.

- b. Admit, discharge and transfer data (“**ADT messages**”), within 6 months of the Effective Date, and regularly thereafter; if available from the electronic health record system.
- c. Lab data (ORU messages or its equivalent) from national reference labs and transcribed radiology reports by signing an authorization form allowing labs and other entities to send the Participant’s data to MX, as of the Effective Date, and regularly thereafter. Lab and radiology Authorization forms are attached and incorporated by reference herein.
- d. CCDAs (care summaries) within 6 months of the Effective Date, and regularly thereafter.
- e. As other Patient Data become relevant to the HIE, the Parties shall work together to develop a timeline for Participant to contribute such Patient Data to MX. If the Parties do not agree on a timeline within three months after MX sends the notice requesting additional Patient Data to Participant, or MX does not receive such Patient Data pursuant to the Parties’ timeline, either Party may terminate this Agreement by providing thirty days’ notice to the other Party.

C. MX Use of Data. Subject to the limitations on use of **Healthcare Data** set forth in the Policies, Participant grants to MX a fully-paid, non-exclusive, non-transferable, royalty-free right and license: (a) to license and/or otherwise permit Persons to access through the System and/or to receive from the System all Healthcare Data provided by Participant; (b) to use Healthcare Data provided by Participant to perform any activities MX is allowed to perform under the Agreement (including the Policies); and (c) to use Healthcare Data provided by Participant to carry out MX’s duties under the Agreement, including system administration, testing and audits, provision of services, problem identification and resolution and management of the System. MX’s rights under this Article shall continue for as long as MX holds or controls Participant’s Healthcare Data.

D. Participant Access to System. MX grants to Participant, and Participant accepts, a non-exclusive, personal, nontransferable, limited right to access and use the System under the terms and conditions set forth in the Agreement. Participant’s right is conditioned on Participant fully complying with the Agreement and its referenced terms. As a condition, and prior to access to the MX Platform, Participant must designate a **Training/Administrator Point of Contact**.

6. REPRESENTATIONS and WARRANTIES

A. Exclusion from Government Programs. Each Party represents and warrants that it and its **Personnel** have not: (a) been listed by any federal or state agency as excluded, debarred, suspended or otherwise ineligible to participate in federal and/or state programs; or (b) been convicted of any crime relating to any federal and/or state reimbursement program.

B. Limited Warranties. Except as otherwise specified in the Agreement: (a) Participant’s access to the System, use of the Services, and receipt of Patient Data from MX are provided “as is” and “as available”; and (b) MX does not make any representation or warranty of any kind regarding the System or Services, expressed or implied, including the implied warranties of merchantability, fitness for a particular purpose, and non-infringement, except those specifically stated in the Agreement.

C. Data Quality. Participant shall use reasonable and appropriate efforts to ensure that all Healthcare Data provided by Participant and/or Personnel to MX is accurate with respect to each Patient. Each Party shall use reasonable and appropriate efforts to assure that its Personnel do not alter or corrupt the Patient Data received by or transmitted from that Party. Participant and its Authorized Users shall use reasonable professional judgment in its use of the Healthcare Data and its application of the Healthcare Data to make clinical decisions.

D. Notice of Data Inaccuracy. Each Party shall promptly notify the other Party of any known inaccuracy in the Patient Data provided to the other Party through the System.

7. MUTUAL INDEMNIFICATION and INSURANCE

A. Indemnification. Each Party (the “**Indemnifying Party**”) shall indemnify, defend and hold harmless the other Party and its Personnel (the “**Indemnified Party**”) from and against any and all third-party **Claims** (and all **Damages** arising from or relating to those Claims) arising from: (a) the acts or omissions of the Indemnifying Party related to the Agreement, including the Indemnifying Party’s failure to comply with any obligation or satisfy any representation or warranty under the Agreement; and/or (b) a Breach of Privacy or Security arising out of the Indemnifying Party’s acts or omissions.

B. Insurance. During the Term, Participant and any **Business Associate** of Participant that accesses the System shall each obtain and maintain the following insurance coverage or self-insure in the following amounts:

Commercial general liability insurance in the amount commonly carried by a **Person** of the same commercial size and in the same line of business as Participant, but in any event at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the annual aggregate; and

Comprehensive professional liability or errors and omissions (E&O) insurance of the type and in the amount commonly carried by a Person of the same commercial size and in the same line of business as Participant, but in any event at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the annual aggregate.

8. PARTICIPANT LIABILITY

The Participant is solely responsible for any and all acts or omissions taken or made in reliance on the System, Healthcare Data and/or other information received from MX, including inaccurate or incomplete information.

9. NOTICES

A. Any notice required to be given pursuant to this Agreement shall be in writing and mailed by certified or registered mail, return receipt requested, or delivered by a national overnight express service.

B. Either party may change the address to which notice or payment is to be sent by written notice to the other party pursuant to the provisions of this paragraph.

10. JURISDICTION AND DISPUTES

This Agreement shall be governed by the laws of California. All disputes hereunder shall be resolved in the applicable state or federal courts of California. The parties consent to the jurisdiction of such courts, agree to accept service of process by mail, and waive any jurisdictional or venue defenses otherwise available.

11. SEVERABILITY, ASSIGNABILITY and INTEGRATION

A. Severability. If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision and such invalid provision shall be deemed to be severed from the Agreement.

B. Assignability. The license granted hereunder is personal to Participant and may not be assigned by any act of Participant or by operation of law unless in connection with a transfer of substantially all the assets of Participant or with the consent of MX.

C. Integration. This Agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties and is intended as a final expression of their Agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this Agreement. This Agreement shall take precedence over any other documents that may be in conflict therewith.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

Manifest MedEx

**Inland Empire Health
Information Organization**

Participant

By: *Paul Biberkraut*

Confirmed By:
Dolores Green

By:

Title: Chief Financial Officer

Title: Board Director

Title

Date:

Notice to MX

Manifest MedEx
Attn: Chief Executive Officer
6001 Shellmound St., Ste. 500
Emeryville, CA 94608
Email: legal@manifestmedex.org

Notice to HIO

Inland Empire Health Information
Organization
Attn: Board Director
3993 Jurupa Avenue
Riverside, CA 92506
Email: dgreen@rcmanet.org

Notice to Participant

SCHEDULE A
TO
SYSTEM ACCESS LICENSE AGREEMENT

Site and Provider Details

In order to proceed, please fill out the “MX Ambulatory Site and Provider Details.” MX requires this information to be completed in order to confirm the contract and to initiate implementation. A Provider is a Qualified Healthcare Professional who performs a professional service for the practice sites listed.

Site Details

List Practice Sites & Provider details associated with this Organization. Please list each site on a separate row.

Site Name	Provider Count	Org Type	Org NPI	TIN	Address	City	State	Zip	EHR Name	EHR Version	On-Prem or Hosted	Quest Acct#	LabCorp Acct#	Radnet Y/N

Participant Name		
Legal Name of Medical Group or Practice (Name on System Access License Agreement/Participation Agreement):		
Address of Organization:		
Person who filled out this form:	Name:	Email:

General Participant Information		
<i>Please list name, title, email, and phone information for the following contacts.</i>		
Person who signed the System Access License Agreement/Participation Agreement.		
Name:	Title:	
Email:	Phone:	
Training POC: Person who will coordinate with MX for <u>training</u> on the MX System.		
Name:	Title:	
Email:	Phone:	
Administrator POC: Person who will coordinate with MX for <u>IT/data matters</u> .		
Name:	Title:	
Email:	Phone:	
Person who can provide information and insight about the practice's <u>clinical priorities</u> .		
Name:	Title:	
Email:	Phone:	
Participant agrees to kickoff date <u>within 10 business days</u> of signing this form.		
Please enter tentative kickoff dates:		

Technical Readiness	
Is the Medical Group or Practice...	Yes/No/Comment
Connected to Carequality	
Connected to Commonwell	
Connected to eHealth exchange	

Authorization for Reference Lab and Rad Reports		
<i>Participant authorizes MX to receive national reference lab results and transcribed radiology reports from the following:</i>		
Authorization	Yes/No/Comment	Authorization Initials
Send Lab results from Labcorp to MX		
Send Lab results from Quest to MX		
Send Radiology reports to Radnet from MX		

LabCorp PROVIDER AUTHORIZATION

Lab Connectivity Terms of Use. These terms of use are a legal agreement between the medical practice identified below (hereinafter referred to as "Participant") and Laboratory Corporation of America Holdings and its subsidiaries (hereinafter referred to as "LabCorp") governing your connection to LabCorp through Manifest MedEx ("Exchange"). As used in this Agreement, the term "Participant" includes all ordering physicians or other persons in the practice that are authorized to order laboratory tests under applicable laws, rules and regulations.

Results. If LabCorp determines that Participant qualifies for a connection to LabCorp through the Exchange, LabCorp shall arrange with Exchange for the installation of a Uni-Directional Interface which allows LabCorp to electronically transmit patient test results to the Exchange. By signing this Agreement, Participant acknowledges and authorizes LabCorp to transmit result reports to the Exchange in this manner and based upon Participant's relationship with the Exchange.

_____ initials	<p>Copy Only. Participant understands that the Exchange will not deliver the official chartable report of laboratory testing results that complies with applicable reporting laws or otherwise meets the Participant's needs. Please contact your LabCorp Account Representative to establish the LabCorp means to deliver your official chartable report of the laboratory result.</p>
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Sharing of Data. By agreeing to these terms of use, Participant directs LabCorp to submit laboratory tests results to the Exchange for delivery to Participant. Participant acknowledges that other practices and persons participating in the Exchange will have access to such results and other information. All terms related to participation in the Exchange, and for any permitted use or access of such data, are solely between Participant and the Exchange. LabCorp assumes no responsibility for how information is used once submitted into the Exchange, and Participant shall indemnify, defend and hold LabCorp harmless from and against any claims of any inappropriate use or release of information.

No Supplies or Equipment. LabCorp is not providing any supplies or equipment under this agreement. Participant is responsible for arranging separately for all hardware, software, services, items, devices, or supplies necessary for Participant to connect to the Exchange. Likewise, Participant shall be responsible for all maintenance, support and service fees which are related to Participant's system and to connection to the Exchange.

Compliance with All Laws and Restricted Use. It is the intent of the parties hereto to comply with all federal, state and local statutes, regulations and ordinances, including but not limited to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Section 1877 of the Social Security Act (commonly known as the "Stark Provisions") and the anti-kickback provisions set forth in the fraud and abuse sections of 42 U.S.C. 1320(a), as well as and any regulations issued thereunder and any applicable similar state laws and regulations. The parties agree that pursuant to this Agreement, LabCorp shall only provide items, devices, or supplies that are used solely to order or communicate the results of, tests or procedures provided for Participant, and that any benefit, consideration or remuneration conferred upon Participant by virtue of this Agreement is not conditioned upon the referral of Medicare or Medicaid testing to LabCorp.

Warranty/Liability. The connection from LabCorp to the Exchange is provided on an "as-is" and "as-available" basis. LabCorp disclaims any and all warranties with regard to the Exchange. In no event will LabCorp be liable for incidental, consequential, special or indirect damages. In jurisdictions limiting the effect of such a limitation, LabCorp's liability is limited to the greatest extent permitted by law. LabCorp shall not be responsible for any claim in connection with the establishment or performance of the Exchange, nor for how any person may use the data once submitted to the Exchange. Participant hereby expressly releases LabCorp and agrees to indemnify and hold LabCorp harmless from any and all claims, including any and all claims for property damage, personal injuries and/or consequential, punitive or other damages which arise, or are alleged to have arisen, in connection with the establishment, operation or functioning of the Exchange.

Term and Termination. Either Party may terminate this agreement at any time upon 15 days notice.

NAME OF PRACTICE: _____ LABCORP ACCT NO: _____

FULL ADDRESS: _____ PHONE NUMBER: _____

CONTACT: _____ TITLE: _____

SIGNATURE: _____ DATE SIGNED: _____

Completed forms and any questions should be directed to your LabCorp Account Representative: _____

[Provider Practice/Hospital Letterhead]

[Date of letter]

To: Claudia Williams
CEO, Manifest MedEx
6001 Shellmound St, Suite 500
Emeryville, CA 94608

From: [Name] [Title] [Organization]

Subject: Letter of Interest (LOI) to participate in the Cal-HOP Program

[Organization] is interested in participating in the Cal-HOP Program through Manifest MedEx for all of the entities listed in Schedule A of the System Access License Agreement.

[Organization] is selecting Manifest MedEx as its sole Cal-HOP HIO partner and has a valid System Access License Agreement with Manifest MedEx.

[Organization] attests to the following:

1. We have a valid contract with DHCS to bill for Medi-Cal services through FFS or a managed care arrangement.
2. We have or will obtain sufficient staff to onboard interfaces with Manifest MedEx.
3. We have a 2015 certified electronic health electronic records technology (CEHRT) system OR plan to upgrade our CEHRT system by December 31, 2019.
4. OR We use EHR technology capable of sending and/or receiving clinical data and which can achieve the integration required for the Cal-HOP basic HIE technical milestones.
5. We intend to send and receive clinical data to assist eligible providers in meeting Meaningful Use under the Medi-Cal Promoting Interoperability Program.*
6. We are/intend to access and use ADT- based encounter notifications via a query/response or publish/subscribe mechanism via the HIO.
7. We have/intend to integrate a CURES PDMP data querying and retrieval function into our EHR clinical workflow via either CURES Information Exchange Web Service (IEWS) or Single Sign On.
8. We are interested in onboarding additional advanced interfaces, from the approved listing published by Cal-HOP, with Manifest MedEx, by the specified deadline of September 30, 2021.

Signature: _____

Name: _____

Title: _____

Email Address: _____

*formerly known as the Medi-Cal EHR Incentive Program

Signature:

Email: