

# ROWANSOM-School of Osteopathic Medicine

**APPROVER  
AGREES  
Steps 1 & 2**

**Six Months prior to Effective Date - Intent to Contract**  
Discussions (both internal and with partners) to include Associate Dean for Clinical Affairs (responsible for communication with Dean), CFO, COO, Dept. Chair and Dept. Administrator

**REQUESTOR  
INITIATION**

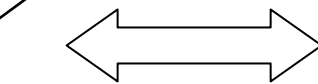
FMV Analysis and Template Contract Prepared by Dept. Administrator  
(Principal Point of Contact at Dept. Level)

**ORIGINATOR  
BEGINS  
Steps-3 & 4**

FMV Analysis Received by CFO or Designee (Ms. Pat Lioy, Asst. Mgr., Dec. Sup.)  
(Principal Points of Contact at School Level), scanned into Meditract, and Reviewed.  
FAD {7 Questions} answered by Ray Braeunig, Compliance  
**Approval or Request for Revisions within 10 Working Days**

Approved

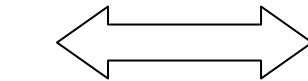
Revision Required



**REVIEWERS  
INITIATE  
MOVEMENT  
Steps 5,6 & 7**

Approved

Revision Required

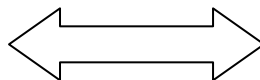


FMV Analysis Reviewed by Legal Management  
**Approval or Request for Revisions within 10 Working Days**

Draft Contract Developed by Legal Management **within 10 days**  
shared with originating Dept. for review **within 4 days**,  
Forwarded to Business Partner for Review  
**No feedback from partner within three weeks triggers  
initial follow up by Legal Mgt. and thereafter  
weekly follow up by Clinical Dean**

Approved

Revision Required



Legal Management Executes Contract

**Role of the Compliance Office:**  
*Assist Legal with Training as Requested; Assist Legal and CFO with FMV Updates as Needed  
Consultation as Needed; Compliance Reviews of Existing Contracts*