

Partnership Contract between Health Center and CBHI Scheme

This partnership contract is entered between:

Health Center (herein referred as HC)

Represented by _____ and
_____, Health Center chief.

CBHI Scheme (herein referred as CBHI)

Represented by _____, Position

Operational District (herein referred as OD)

Represented by _____, OD Director

Provincial Health Department (herein referred as PHD)

Represented by _____, PHD Director

The purpose of this contract is to set partnership conditions between CBHI Scheme and Health Center to develop health insurance services in the coverage area of the Health Center.

CHAPTER 1 – Roles and Responsibilities of All parties**PART A - Health Center**

1. Health Center commits itself to ensure that, during the present contract period:
 - 1.1 Recognizes patients as an insured person when they provide an official & valid health insurance family book matching with the list of members provided by CBHI scheme to HC.
 - 1.2 Gives insured persons free access to MPA services as listed below:
 - 1.3 Charges to any insured persons for administrative services the regular user fee as mentioned in article 1.2.
 - 1.4 Charge regular user fee for delivery intervention to insured members under waiting period (as indicated on the insured member family book).
 - 1.5 Provides official referral document duly filled in to insured persons in case they are referred to RH.
 - 1.6 Recognizes that only the following staff can issue official referral document duly filled in case they are referred to RH:

(Names and Position of authorized Medical Staff)

- 1.7 Provides health care to insured members following medical guidelines from Ministry of Health and without any discrimination on quality (consultation time, medical treatment, drugs provided, waiting time, staff behavior, etc.).
- 1.8 Provides to insured members, without discrimination on quality, all other health services available in HC already free of charge that are not listed in article 2.2 (i.e. immunization in HC and during outreach).
- 1.9 Provides access to utilization of care recording books to CBHI team twice in a month in order for them to fill in the monthly follow up report about all insured persons' utilization of care.
- 1.10 Accepts Insurance members' representatives (Insurance agent) to attend Health Center management committee quarterly meeting.

- 1.11 Commits itself to accept the installation of the “insurance space” in the waiting hall of HC, and the attendance of insurance agent every day from Monday to Friday, 7.30 AM to 11.30 AM.
2. HC commits itself to mandate one of its staff to be a “point person ” for CBHI Steering Committee to facilitate the monitoring of insured members’ utilization of care.

PART B – CBHI Scheme

3. CBHI scheme commits itself to sell insurance services for health care at HC, at the conditions defined in part A, starting from _____ 200_
4. CBHI scheme commits itself to propose insurance services for health care at HC, at the conditions defined in part A, to any rural households living permanently in Health Center catchment area
5. In exchange for benefits to be provided to insured persons at Health Center as described in part A, article 2, CBHI commits itself to give to a monthly capitation fee of ___riels for each insured person covered as of ____ of the month.
6. CBHI scheme commits itself to give the monthly capitation fee amount as described in articles 06 to _____, Health Center.
7. CBHI scheme commits itself to give the monthly capitation fee amount as described in articles 06 in cash in riels, Khmer currency.
8. CBHI scheme commits itself to give the monthly capitation fee amount as described in articles 06 between the _____ and the _____ of each month.
9. CBHI scheme commits itself to give to HC an official copy of all **health insurance family book** issued for each family registered in the scheme with the following information:
 - Family name and given name of each person insured in the family.
 - The insurance code and number of the family allowing recognizing new insured.
 - A photo of all the persons insured in the family
 - An official stamp from CBHI scheme
10. CBHI scheme commits itself to give to HC representatives, upon request, an official listing of all insured registered in the scheme at any given date.
11. CBHI scheme commits itself to invite HC representatives to CBHI Steering Committee to exchange about insurance services and general functioning of the health insurance scheme.

- 12. CBHI scheme commits itself to consult patients’ utilization recording books in HC and make the follow up report on insured patients’ utilization in collaboration with one duly mandated person from HC.

PART C –Operational District (OD) and Provincial Health Department (PHD)

- 13. OD and PHD recognize the existence of the present pilot partnership between HC represented by CBHI scheme.
- 14. OD and PHD commit itself to be involved in the discussion to find a satisfactory solution when subjects of litigation occur between contracting parties.

CHAPTER 2 - Duration of the Contract

This contract is signed for the one year starting from _____ to _____.

CHAPTER 3 - Litigious Cases

In case of non-respect of clauses by one of the parties, the subject of litigation will be discussed among all parties until a satisfactory solution has been found.

CHAPTER 4 - Amendment of the Contract

The contract may be amended if all contracting parties agree.

This contract will start being effective on _____

Place: :

Date :

Signatories:

Health Center Represented by :

_____, Position

and

CBHI Scheme Represented by _____, Position

With the agreement of :

Operational District represented by

OD director

Provincial Health Department represented by

PHD Director