

Partnership Contract between Referral Hospital and CBHI Scheme

1. Name of RH represented by _____ hereinafter referred as _____
2. Name of CBHI scheme represented by _____ hereinafter referred as _____
3. Name of Operational District represented by _____ hereinafter referred as _____
4. Name of Provincial Health Department represented by _____ hereinafter referred as _____

The purpose of this contract is to set partnership conditions between CBHI Scheme and Referral Hospital to develop health insurance services at RH in villages of covered by _____ area.

CHAPTER 1 – Roles and Responsibilities of All Parties

PART A –Referral Hospital

1. RH commits itself to ensure that, during the present contract period, Referral Hospital:
 - 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 the RH.
 - 1.2 Gives insured person free access to CPA services in RH, which includes but not limited to the following items:

- **Medical Care**
Consultations, examinations, procedures
Inpatient and Out-patient care including diagnostic tests, eye surgery and preventive dental care.
 - **Pharmaceutical Drugs And Supplies:**
Prescription drugs on Essential Drug List adapted for CBHI
Medical supplies (e.g., syringes, X-ray film)
 - **Health education, promotion and prevention**
 - **Cash Benefits**
 - 1.3 Charges to any insured persons for administrative services the regular user fee as mentioned in article 1.2.
 - 1.4 Charges regular user fee for delivery intervention to insured members under waiting period (as indicated on the insured member family book).
 - 1.5 Respects the user fee list as mentioned in article 1.2 for insured persons **only when they are officially referred by contracted Health Center.**
 - 1.6 Provides access to X-Ray, ultrasound and all available laboratory exams when insured patients are officially referred by HC and when medically necessary according to the decision of the medical doctor in the hospital.
 - 1.7 Considers that insured persons are officially referred by HC when they provide an official referral document signed by two of the following medical staff:

(Names of Medical Staff/Position in the HC)

- 1.8 Accepts that in case of traumatic or other emergency case insured patients can be covered (free of charge) even without showing referral letter from Health Center.
- 1.9 Accepts that in case of traumatic or other emergency case insured patients will have a one-day delay to show their member family book if they do not have it with them.
- 1.10 Accepts, in the case mentioned in article 1.9 and when patients have to be referred to RH, to charge regular fee and reimburse it to insured patients if their family can show insurance member family book during the day after referral.
- 1.11 Accepts, in case mentioned in article 1.10, to give the reimbursement only to an adult person (> 15 years old) listed in the insurance member family book of the insured patient family.
- 1.12 Provides official referral document duly filled in and signed by the authorized staffs mentioned in article 1.13 to insured persons in case they are referred to RH.
- 1.13 Recognizes that only the following staff can issue official referral document duly filled in to insured persons in case they are referred to RH:

(Names of Authorized medical staff/position)

- 1.14 Provides appropriate health care to insured members following medical guidelines from Ministry of Health and without any discrimination.
- 1.15 Provides to insured members, without discrimination neither on quality nor on fees, all other health services available in RH that are not listed in article 1.2 (i.e. TB package).
- 1.16 Provides access to utilization of care recording books to CBHI team twice in a month in order for the CBHI scheme to fill in the monthly follow up report about all insured persons' utilization of care within the RH.
- 1.17. Designates a focal person for CBHI in the hospital to be respondents to CBHI scheme, members, CBHI Steering Committee and Ministry of Health

PART B – CBHI Scheme

2. CBHI Scheme commits itself to sell insurance services for health care at RH, at the conditions defined in part A, starting from the _____.
3. CBHI Scheme commits itself to propose insurance services for health care at RH, at the conditions defined in part A, to any household living permanently in contracted Health Center area.

4. In exchange for benefit to be provided to insured persons at Referral Hospital as described in part A, all articles 1, CBHI Scheme commits itself to pay to the Referral Hospital a monthly capitation fees of ____ riels for each insured person covered on the 21st of the month.
5. CBHI Scheme commits itself to give the monthly capitation fee amount as described in articles 04 in cash in riels, Khmer currency.
6. CBHI Scheme commits itself to give the monthly capitation fee amount as described in articles 04 between the(Date) and (Date).
7. CBHI Scheme commits itself to give to RH an official copy of all **Health insurance family books** 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
8. The CBHI scheme commits itself to give to provider's representative, upon request, an official listing of all insured registered in the scheme at a given date.
9. CBHI Scheme commits itself to invite RH's representative to its CBHI Steering Committee meetings to exchange about insurance services and general functioning of the health insurance scheme.
10. CBHI Scheme commits itself to consult patients' utilization recording books in RH and make the follow up report on insured patients' utilization in collaboration with one duly mandated person from RH.
11. CBHI Scheme commits itself to communicate the monthly follow up report on insured patients utilization to RH's representatives.

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

12. OD and PHD recognize the existence of the present pilot partnership between RH and CBHI Scheme
13. OD and PHD commit 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 11-month period starting from the _____ to the _____.

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:

Referral Hospital 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