

DECISION DOCUMENTATION FORM
CONFIDENTIAL- MAY CONTAIN PRIVILEGED MATERIAL

Summarize the requirement at issue, including the citation of the specific law, rule, policy or contract provision. Attach copies of the law, rule, policy or contract provision at issue.

Date Issue Identified to Compliance: _____

Was legal counsel consulted? Yes No

If yes, include legal counsel's advice in your file or reference file location of advice but DO NOT provide copies of the opinion/advice to anyone externally due to the privileged nature of the communication (any decision to waive the privilege is made by the governing body in consultation with counsel).

Was the applicable government agency, third party payor or contracting party consulted?

Yes No

If yes, list who was contacted: _____

Attach copies of the communications or if the communication was verbal, attach a summary of the verbal discussion, including names, titles and contact information for all individuals involved in the discussion and the date of the discussion (if you called a general phone number provide the phone number called)

Summarize the organization's efforts to understand the requirement at issue including listing who was involved internally and externally (DO NOT include legal advice but attach or reference the file location, if applicable). Attach any information provided by internal or external experts, like consultants.

This material is intended for educational and informational purposes only. This document is not intended to be legal advice and is only an example. Legal advice must be tailored to the specific circumstances and users are responsible for obtaining such advice from their counsel.

Based on the above, describe the organization's interpretation of the above requirement and rationale:

Signature

Date

Name/Title

Requirements may change over time. Compliance endeavors to update and supplement this information as the requirements change and/or additional guidance and information becomes available. To ensure information is updated, this form and the above requirement/information is reviewed on an annual basis by Compliance and the internal subject-matter expert(s). Any changes are documented on a supplemental form and attached hereto, including if the requirement has been terminated or is no longer applicable.

The below information reflects the date(s) this document was reviewed and signed off to be current w/no changes. If changes are made a supplemental form is completed noting changes.

Date of Review

Signature & Name and Title of Reviewer

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(attach more dates/signatures if needed)

Complete if Form Terminated Due to Subsequent Change:

Date Terminated: _____

Attach document w/ rationale for termination (i.e., new regulation, additional guidance, etc)

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