

Getting to the contracts database:

The contracts database is located on the Med. School website at https://www.medschool.lsuhschool.edu/fiscal_affairs/contracts/

There is also a link to the database located on the Fiscal Affairs website.

Upon reaching the contracts database, you will be asked for login credentials:



Enter Network Password

Please type your user name and password.

Site: www.medschool.lsuhschool.edu

Realm: www.medschool.lsuhschool.edu

User Name:

Password:

Save this password in your password list

OK Cancel

Enter your network username and password. Make sure you type "LSUMC-MASTER\" before your username.

Querying Contracts:

Contracts Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.medschool.lsuhschool.edu/fiscal_affairs/contracts/

Links [LSUHSC School of Medicine](#) [LSU School of Public Health](#) [LSUHSC-N.O.](#)

Google Search Web Search Site PageRank 2064 blocked

LSU Health Sciences Center
NEW ORLEANS
School of Medicine
Contracts' Management

New Contract

Query Contracts

Contract ID:

Department:

Other Agency:

Type:

Start Date:

End Date:

Fully Executed:

Split Contract:

PS Account #:

Legacy Account #:

DP/PO/Req #:

Billing:

Status:

Submit

Done Internet

- Enter one or more criterion for your query in the form and click "Submit."
- In the text fields, entering a partial string will return all results containing the partial string. For example, entering "2004" in the contract ID field will return all contracts containing "2004" within the contract ID.
-
- In the "Start Date" and "End Date" fields, enter a date of the format mm/dd/yyyy, or leave blank. The query will return all contracts with a start date AFTER the date specified and all contracts with an end date BEFORE the date specified.
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- If only one contract meets the criterion specified, the details of that contract will be shown after clicking "Submit." If more than one contract meets that criterion, a list of the matching contracts will be displayed.

The Contract Listing

LSU Health Sciences Center
NEW ORLEANS
School of Medicine
Contracts Management

Query Contracts

	Contract ID	Department	Other Agency	Type	Start Date	End Date	PS #	Legacy #	DP/PO/Req#	Status
View	04-91-029	Cancer Center	Tenet - Memorial Medical Center	Non-federal Subcontract	5/1/2004	1/31/2007	1497400-113-10001-25200-149740140A	449-92-6151		
View	04-91-026	Cancer Center	Tenet - Memorial Medical Center	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740141A	449-92-6152		
View	05-91-010	Cancer Center	Mercy Baptist Radiology Group	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740141A	449-91-6152		
View	03-91-016	Cancer Center	Tenet - Memorial Medical Center	Federal Subcontract	6/1/2003	5/31/2004	1497400-113-10001-202001-149740006D	449-91-5172		
View	03-91-029	Cancer Center	Hematology/Oncology Specialists, LLC	Federal Subcontract	6/1/2003	5/31/2004				
View	04-91-025	Cancer Center	Tenet/Memorial Medical Center	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740133A	449-91-6199		

- The results of the query are displayed in a table. To sort by a field, click on the field header on top. To view the details of a contract, click "View" on the left of the contract you wish to view.

Viewing Contract Details:

Contracts Database - Microsoft Internet Explorer

Address: https://www.medschool.lsuhs.edu/fiscal_affairs/contracts/view_contract.asp?id=744

Links: LSUHSC School of Medicine, LSU School of Public Health, LSUHSC-N.O.

Query Contracts

Contract ID:	05-75-001	Department:	Pathology
Other Agency:	Medical Center of Louisiana	Type:	Fee-based Services
Start Date:	1/4/1971	End Date:	6/30/2005
PS Account #:		Legacy Account #:	
Status:		DP / PO / Req #:	
Comments:		Billing:	
Physician Name:			
Description of Services:			
Contact Information:			

Financial Worksheet

From	To	Date	By
Department	Contract Management	6/10/2004	Fred Lutz
Contract Management	Department	6/11/2004	Patricia Cornette

This is a fully executed agreement

New Transaction:

From: To: Date: By:

Notes:

- The details of the contract are displayed in the first table. To edit the contract details (administrative access required), click on the "Edit" button on the top right. To access the financial worksheet (administrative access required), click on the "Financial Worksheet" button.
- To add a new transaction, select the sender and receiver from the drop down menus, enter the date of the transaction and the name of the person initiating the transaction in the "By" field. If the contract is fully executed, select the checkbox indicating a fully executed transaction. Add any notes or comments in the notes field and click either "Submit" button on the page.
- To edit existing transactions (Administrative access required), click the "Edit" button on top of the transaction listing.

Adding / Editing Contracts:

The screenshot shows a web browser window titled "Contracts Database - Microsoft Internet Explorer". The address bar displays the URL: https://www.medschool.lsuhschool.edu/fiscal_affairs/contracts/edit_contract.asp?ID=921. The page header includes the LSU Health Sciences Center logo and the text "NEW ORLEANS School of Medicine Contracts Management".

A "Back to Contract" button is located at the top left of the form area. The form contains the following fields and values:

Contract ID:	04-86-099	Department:	Surgery
Other Agency:	Tenet Healthsystem - Mercy Campus	Type:	Resident Supervision
Start Date (mm/dd/yyyy):	7/1/2003	End Date (mm/dd/yyyy):	6/30/2004
Multi Year:	<input type="checkbox"/> If so, total amount:	Amount:	
PS Account #:	1497200-113-0001-35100-149720073A-149720073A	Legacy Account #:	449-86-6095
Status:	New Contract	DP / PO / Req #:	
Comments:	LSU Pays Agency / Expenditure	Billing:	Accounting
Physician Name:		<input type="checkbox"/> This is a fully executed agreement	
		<input type="checkbox"/> This is a split contract	

Below the form are three text areas:

- Description of Services:
- Contact Information:
- Notes: Residency Supervision Contract at the Mercy Campus for the FY2004

A "Submit" button is located at the bottom left of the form area.

- To add a contract, click "New Contract" from the first screen of the database. To edit a contract, select "Edit" from the detailed contract view of that contract.
- The only required fields are the start and end date for the contract. These must be entered in mm/dd/yyyy format. All other fields may be left blank. Amount fields must contain a numeric value. Text such as "n/a" in these fields will produce an error.

Confirmation Screen:

Contract ID:	04-77-029	Department:	Psychiatry
Other Agency:	Office of Community Services	Type:	Professional Services
Start Date:	7/1/2004	End Date:	6/30/2005
Total Amount:		Amount:	
PS Account #:	113 1496500 20001 25100 149650190A	Legacy Account #:	449-77-4267
Status:	New Contract	DP / PO / Req #:	
Comments:	LSU Pays Agency / Expenditure	Billing:	Accounting
Physician Name:			
Description of Services:			
Contact Information:			
Notes:			

Please review and confirm the information on the fields. Once the user has submitted the information, the database does not allow any changes without permission from the Administrator.

If you wish to make any changes, please press the browser's 'back' button and re-enter the information.

- After submitting a new contract or changes to a contract, a confirmation screen is displayed. This screen displays all information that is about to be submitted and checks for correct formatting of dates. Review the information carefully and PRESS SUBMIT. The changes will not be applied unless Submit is clicked.
- It is important to make sure the information is correct as you will not be able to make changes once the information is submitted.

The Financial Worksheet:

Contracts Database - Microsoft Internet Explorer

Address: https://www.medschool.lsuhschool.edu/fiscal_affairs/contracts/financial_ws.asp?contract_id=921

LSU Health Sciences Center
NEW ORLEANS
School of Medicine
Contracts Management

Back to Contract

Contract ID: 04-86-099 Type: Resident Supervision
 Department: Surgery Other Agency: Tenet Healthsystem - Mercy Campus
 Legacy Account: 449-86-6095 PS Account: 1497200-113-0001-35100-149720073A-149720073A

Invoicing: Accounting

Payments:

Accounting Entries:

If Split Contract:

Base Amount: \$

Fringe Amount: \$

Supplement: \$

Billing Required:

	% of base	% of supplement	% of total	Total amount
Dean's Tax:	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	\$
Department Tax:	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	\$
Practice Overhead:	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	\$
HCN Overhead:	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	\$

Comments:

Submit

- Enter the information in the fields provided. Enter only numeric values in the amount fields, any text will produce an error. Enter percentages in the tax and overhead fields. As the percentages are entered, the totals will be calculated in dollars in the far right column. "% of total" is the percentage of the Amount field used in the main contract table. This is for non-split contracts.
- Access to the financial worksheet is limited to administrators.