

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number
Form 1C: DOCUMENTS ON FILE		
Need	Date of Latest Review/Revision	
Needs Assessment (Program Requirement 1)		
Management and Finance	Date of Latest Review/Revision	
Personnel Policies and/or Procedures, including related Conflict of Interest Provisions (Program Requirements 3, 9, 17, and 19)		
Data Collection and Confidentiality (Clinical and Financial) Policies and/or Procedures (Program Requirements 8 and 15)		
Billing and Collection Policies and/or Procedures and Schedule of Fees for Services (Program Requirement 13 and Policy Information Notice 2014-02)		
Procurement Policies and/or Procedures, including related Conflict of Interest Provisions (Program Requirements 10, 12, and 19)		
Emergency Preparedness and Management Plan (Policy Information Notice 2007-15)		
Financial Management/Accounting and Internal Control Policies and/or Procedures (Program Requirements 10 and 12 and Policy Information Notice 2013-01)		
Contracts and/or Subrecipient Agreements, as applicable (Program Requirement 10)		
Services	Date of Latest Review/Revision	
Sliding Fee Discount Program Policies and/or Procedures (Program Requirement 7 and Policy Information Notice 2014-02)		
Clinical Protocols/Clinical Care Policies and/or Procedures (Program Requirements 2, 6 and 8)		
Patient Grievance Policies and/or Procedures (Program Requirements 8 and 17)		
Quality Improvement and Quality Assurance Plan, including Incident Reporting System and Risk Management Policies and/or Procedures (Program Requirement 8)		
Malpractice Coverage Plan – e.g., FTCA Coverage for deemed grantees or other malpractice coverage (Program Requirement 8 and FTCA Health Center Policy Manual)		
Credentialing and Privileging Policies and/or Procedures (Program Requirement 3 and Policy Information Notices 2001-16 and 2002-22)		
After-Hours Coverage Policies and/or Procedures (Program Requirements 4 and 5)		
Hospital Admitting Privileges Documentation and/or Arrangements (Program Requirement 6)		
Governance	Date of Latest Review/Revision	
Organizational/Board Bylaws, including Conflict of interest Provisions for Board Members (Program Requirements 17,18, and 19 and Policy Information Notice 2014-01)		
Co-Applicant Agreement, if a public agency (Program Requirement 17 and Policy Information Notice 2014-01)		