

10-Step Contract Compliance Checklist

A practical pressure test for visibility, accountability and risk in healthcare contracting.

Centralize every contract with role-based access.

All executed agreements, amendments, exhibits and supporting documentation are stored in a single system of record with role-based access controls, version history and clear ownership. No contracts live exclusively in inboxes, shared drives or spreadsheets.

- Yes, consistently and across the organization
- No, or only in some areas

Standardize intake and approval workflows.

Every contract follows a defined intake, review and approval process aligned to contract type, risk level and regulatory impact. Approvals are role-based and enforced, not informal or implied.

- Yes, consistently and across the organization
- No, or only in some areas

Identify and track regulatory risk upfront.

Contracts are evaluated for healthcare-specific regulatory exposure, including Stark Law, Anti-Kickback Statute, HIPAA and state-specific requirements, before execution. Risk indicators are documented and remain visible throughout the contract lifecycle.

- Yes, consistently and across the organization
- No, or only in some areas

Connect obligations to owners and deadlines.

Key obligations such as deliverables, service levels, renewals, notice periods and compliance checkpoints are clearly defined, assigned to accountable owners and actively monitored.

- Yes, consistently and across the organization
- No, or only in some areas

Monitor performance against contract terms.

Contract performance is reviewed on an ongoing basis, not just at renewal. Variances from agreed terms are visible and addressed before they become compliance issues.

- Yes, consistently and across the organization
- No, or only in some areas

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Maintain a complete audit trail.

Every approval, amendment and decision is logged automatically, creating a defensible record of who approved what, when and why. Historical context is preserved even as contracts evolve.

- Yes, consistently and across the organization
- No, or only in some areas

Enable real-time visibility and reporting.

Teams can quickly report on contract status, risk, expirations and compliance metrics without manual data pulls or spreadsheet workarounds.

- Yes, consistently and across the organization
- No, or only in some areas

Stay audit-ready at all times.

Contracts, supporting documentation and approval history are accessible and organized so teams can respond confidently to internal reviews, external audits or regulatory inquiries.

- Yes, consistently and across the organization
- No, or only in some areas

Govern third-party and vendor relationships.

Third-party contracts are evaluated and managed with the same rigor as internal agreements, with visibility into performance, compliance obligations and risk exposure across the vendor ecosystem.

- Yes, consistently and across the organization
- No, or only in some areas

Use contract data to improve controls.

Contract data is actively used to identify trends, close gaps and strengthen processes over time, not just stored for reference.

- Yes, consistently and across the organization
- No, or only in some areas

Perfect scores are rare in healthcare contracting. What matters is knowing where risk hides and having a clear path to close the gaps before they become findings, fines or lost trust. Ntracts is designed by healthcare industry veterans with 100+ years of combined experience, and we take the heavy lifting out of contracting. We've been in your shoes and know the pitfalls, the regulations and the headaches; we also know how to simplify them. Wherever your team is on the journey, we'll help you create a process that's built to last.



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