

HOSPITALS + CLINICS

DATA ROOM FOLDER STRUCTURE

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1. Executive Summaries

- 1.1. Confidential Information Memorandum.pdf
- 1.2. Acquisition Strategy Overview.pptx
- 1.3. Executive Summary of Combined Operations.pdf

2. Acquisition Agreements

- 2.1. Terms of Acquisition.pdf
- 2.2. Asset Purchase Agreements.pdf
- 2.3. Non-Compete Agreements.pdf

3. Financial Documents

- 3.1. Financial Statements
 - 3.1.1. Balance Sheets.xlsx
 - 3.1.2. Income Statements.xlsx
 - 3.1.3. Cash Flow Statements.xlsx
- 3.2. Tax Information
 - 3.2.1. Tax Returns (Last 5 Years).pdf
 - 3.2.2. Tax Credits and Incentives.pdf
- 3.3. Revenue Cycle Management
 - 3.3.1. Billing Procedures.pdf
 - 3.3.2. Collection Rates.xlsx
 - 3.3.3. Payor Mix Analysis.xlsx

4. Clinical Operations

- 4.1. Patient Care Protocols
 - 4.1.1. Standard Operating Procedures.pdf
 - 4.1.2. Patient Outcome Metrics.xlsx
- 4.2. Clinic Staffing
 - 4.2.1. Staffing Schedules.pdf
 - 4.2.2. Clinical Licensure and Credentials.pdf

5. Compliance and Regulatory

- 5.1. Health Care Regulations
 - 5.1.1. HIPAA Compliance Documents.pdf
 - 5.1.2. State Health Regulations.pdf
- 5.2. Accreditation Records
 - 5.2.1. Joint Commission Reports.pdf
 - 5.2.2. Specialty Accreditation Certificates.pdf
- 5.3. Medicare & Medicaid Services
 - 5.3.1. CMS Certifications.pdf
 - 5.3.2. Billing and Reimbursement Records.pdf

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6. Legal Documents

- 6.1. Licensing Agreements.pdf
- 6.2. Professional Liability Insurance Policies.pdf
- 6.3. Litigation History
 - 6.3.1. Ongoing Cases.pdf
 - 6.3.2. Settled Cases.pdf

7. Human Resources

- 7.1. Employee Records
 - 7.1.1. Contracts and Agreements.pdf
 - 7.1.2. Benefits Packages.xlsx
- 7.2. Staffing Metrics
 - 7.2.1. Turnover Rates.xlsx
 - 7.2.2. Training and Development Programs.pdf

8. Property, Plant, and Equipment

- 8.1. Real Estate
 - 8.1.1. Property Deeds.pdf
 - 8.1.2. Lease Agreements.pdf
- 8.2. Clinical Equipment
 - 8.2.1. Equipment Leases.pdf
 - 8.2.2. Maintenance Records.pdf

9. IT and Data Management

- 9.1. EHR System Information
 - 9.1.1. EHR System Overview.pdf
 - 9.1.2. Data Management Policies.pdf
- 9.2. IT Infrastructure
 - 9.2.1. Network Architecture Diagrams.pdf
 - 9.2.2. Cybersecurity Protocols.pdf

10. Business Development and Growth Strategies

- 10.1. Market Analysis Reports.pdf
- 10.2. Expansion Plans.pptx
- 10.3. Integration Plan for Acquired Clinics.pptx

11. Quality Control and Patient Safety

- 11.1. Quality Assurance Reports.pdf
- 11.2. Patient Satisfaction Surveys and Metrics.xlsx
- 11.3. Safety Incident Reporting.pdf

12. Marketing and Public Relations

- 12.1. Branding Strategy.pptx
- 12.2. Marketing Materials and Campaigns.zip

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- 12.3. Public Relations Statements and Policies.pdf
- 13. Strategic Partnerships
 - 13.1. Joint Ventures and Affiliations.pdf
 - 13.2. Referral Agreements.pdf
- 14. Intellectual Property
 - 14.1. Trademarks and Brand Assets.pdf
 - 14.2. Proprietary Clinical Research.pdf
- 15. Insurance and Risk Management
 - 15.1. Malpractice Insurance Policies.pdf
 - 15.2. General Liability Insurance.pdf
 - 15.3. Risk Assessment Reports.pdf