School of Allied Health Professions
Professional Service Agreement (PSA) workflow

PSA Definition: A PSA is a formal contract between LSUHSC, and external entities established to facilitate professional services in exchange for payment for services rendered.

Process Overview

1. Initiation of Agreement

Faculty must first consult with their Department Head or delegate and, if applicable, to present any potential new agreement or alert the team of any renewal of an existing agreement.

2. Internal Notification

a. The Department Head or delegate notifies the Department Coordinator or Clinic Manager of the new agreement or renewal of an existing agreement and provides the following information: (Faculty member typically discusses these terms with contact directly)

- Contracting agency contact details
- Scope of Services
- List of deliverables, if applicable
- Potential dates and times
- Term length
- Current or Requested Compensation Rate

b. Department Coordinator or Clinic Manager notifies Business Manager of possible new agreement or renewal of existing agreement by providing the PSA Information Form.

3. Negotiation of Terms

The Business Manager is responsible for:

- Notifying the Assistant Dean of Fiscal Affairs of any new or renewed agreements.
- Initiating and managing the negotiation of terms of the agreement with the external contracting agency.

4. Drafting and Review

The Business Manager drafts the agreement and circulates it to the relevant department, and the contracting facility for review, feedback, and approval.

5. Execution of Agreement

a. Upon final agreement by all parties the Business Manager routes the final contract to the contracting facility for signature via Adobe Sign.

b. Department Coordinator or Clinic Manager will monitor the status of the agreement and will contact Business Manager for status updates (Clinic Manager will monitor spreadsheet updates).

c. In the event of an agreement not being Fully Executed (FE) 3 days prior to the event, the Department Coordinator or Clinic Manager will notify all parties (Business Manager, Provider, Contracting Entity) that the agreement is not Fully Executed.

6. Distribution of Fully Executed Agreement

Once all signatures are obtained:

- The Business Manager sends a fully executed copy of the agreement to all relevant parties for their records.

-The Business Manager will notify the Clinic Operations Manager of the FEC for invoicing.

7. Invoicing Procedures

The Clinic Operations Manager will manage invoicing as follows:

a. CFCC Seminars:

- The facility is invoiced once the agreement is finalized.
- Payment is due prior to or on the date of service.

b. Professional Services:

-Work effort is due from all servicing providers monthly.

-Invoices are submitted on a monthly basis to ensure adherence to GAAP principles

8. Follow-up on Payments

The Clinic Operations Manager will follow up on any outstanding invoices and coordinate with the contracting facility as necessary to ensure timely payment.