



Due Diligence Contact Sheet

www.vectormedicalgroup.com

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ITEM		DESCRIPTION	LEAD	CONTACT	CONTACT	LEAD	CONTACT	RESOLVED
			CONTACT (GROUP)	ADDRESS (GROUP)	TELEPHONE (GROUP)	CONTACT (PCP)	TELEPHONE (PCP)	BY/ON
	I	Organization & Governance						
1		Articles of Incorporation /LLC Operating Agreement						
2		Bylaws & amendments						
3		Board of Directors minutes (prior 2 years)						
4		List all entities of which the group owns over 5% of equity						
5		Indicate type of interest in those entities						
6		Copies of trade names, service marks, DBA names or registrations						
7		Shareholders Agreements for buy-sell, stock options, voting, etc.						
8		List of Shareholders, Members and issued shares						
	II	Employees & Benefits						
9		List of all employees, position titles, full-time employee status & salaries						
10		Copies of written employment agreements, restrictive covenants						
11		Memo of any oral agreements related to employees						
12		Copies of contracts with independent contractors						



ITEM	DESCRIPTION	ATTACHED	TASKED TO	TASKED TO	RESOLVED BY/ON	COMMENTS
13	Info on active Workers Comp claims or corr with Dept of Labor, OSHA					
14	Correspondence with EEOC, NLRB or IRS for last 3 years ref employees					
15	Copies/summaries of all benefit plans (pen- sion, 125 or any reimbursement)					
16	Any COBRA continuations with date started, coverage and eligibility limits for coverage					
17	List of agent/contact with address and tele- phone number for all plans					
III	Claims, Litigation & Risk Management					
18	Description of each pending or threatened claim to which Group is a party					
19	Professional liability claims history - 5 year					
20	Reports of investigations by any government agency or intermediary					
21	Pending claims alleging regulatory violations, fraud & abuse, EPA					
22	Description of other governmental or admin proceedings with correspondence					
23	Any claims >\$5,000 which led to a settlement or award >\$1,000 in last 3 yrs					
24	Actions related to bankruptcy, criminal, civil or admin proceedings involving Group					
25	Actions related to bankruptcy, criminal, civil or admin proceedings involving physician					
26	Attorney's or accountant's letters related to audits for prior 2 fiscal yrs					
27	List of all insurance policies (D&O, Employer's Mngt Risk, CGL, Business, Bond, etc.)					



ITEM	DESCRIPTION	ATTACHED	TASKED TO	TASKED TO	RESOLVED	COMMENTS
					BY/ON	
28	List of all carriers or brokers, premium history, claims experience and pending claims					
29	List of agent/contact with address and telephone number for all policies					
	IV Financing Documents					
30	Copies of all notes, loans, credit or security agreements or mortgages for debts >\$10,000					
31	Documents related to installment purchases or capital leases					
32	Prior 2 months bank statements for all accounts					
a	Open new operating acct - decide on who signs					
b	Review all financed items for refinancing					
33	Prior 2 yrs tax returns, profit & loss statements and balance sheets for Group					
	V Assets					
34	Copies of all leases or subleases for equipment (medical & office) and facilities					
35	Legal description of all real property owned or leased					
36	Copies of any appraisals, environmental studies or reports related to property or TI					
37	Title insurance on owned property					
38	Depreciation schedule and/or inventory of equipment/furnishings purchased for >\$2,500					



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	VI Government Regulations					
39	Copies of all government issued licenses, permits or accreditations					
40	Copies of all inspections, surveys or reports by a governmental or accrediting agency					
	VII Medical Contracts with Third Party Payers					
41	Copies of contracts for participation in Medicare & Medicaid (any states) (incl UPIN & other #'s)					
42	Copies of contracts with any non-statutory third party payers (incl Group and MD #'s)					
43	Copies of any contracts to provide/staff a medical service					
a	855B w/cover ltr for new satellite location					
b	855R - terminate use of old #					
c	855R - request new # for PCP					
d	BCBS request to add new clinic site to PCP					
	VIII Other Contracts					
44	Executory contracts for purchasing supplies, equipment or services with annual costs >\$1,000					
45	Any other written guarantees, indemnification agreements or cosigned notes					
46	Any material contracts to which the Group is a party					

ITEM		DESCRIPTION				RESOLVED	COMMENTS
			ATTACHED	TASKED TO	TASKED TO	BY/ON	
	X	Miscellaneous Items & Questions					
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48							
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Thank You!