

BHS Providers Signatory Authorization Form (SAF) Instructions

The BHS [Signatory Authorization Form \(SAF\)](#) shall be completed per Organization/Legal Entity identifying that the Legal Entity top executive has authorized/delegated authority to the individual(s) listed on the form to sign all or specified documents on behalf of the organization.

Legal Entity must complete the form 30 days upon new contract execution, 30 days upon changes to key contacts, and annually 30 days after the start of the new Fiscal Year. If a SAF has been submitted within the fiscal year, the Legal Entity does not have to resubmit during the annual review.

NOTE: The SAF can be completed via an electronic Smartsheet form or completed via PDF for manual entry. The PDF format requires Top Executive signature (e-signature or wet signature is acceptable).

Smartsheet Process

SAF Review

Legal Entity Representative

Completes the form on behalf of the Legal Entity.
Identifies the Legal Entity top executive.
Selects the "Submit" button.
The form will automatically generate a document based on the information entered and be generated as an attachment to the Legal Entity top executive's email for review & approval.

SAF Completion

Legal Entity Top Executive

Receives an email from automation@app.smartsheet.com and selects the "Open Request" Button.
Reviews the form within the web browser.
Opens attachment by clicking the attachment link to review current authorized signatory/ signatories and insurance contact(s) for Legal Entity/Organization.



Smartsheet Process Continued

If Approved

The SAF is complete.

Legal Entity top executive

Returns to the SAF review page in the web browser and selects the "Approve Button" at the bottom of the form.

The approval date will automatically be captured by the system.

Legal Entity Representative

Receives an email indicating "*The BHS Contractor Signatory Authorization Form (SAF) was approved ...and submitted to BHS for processing.*"

If Declined

The SAF requires revision.

Legal Entity top executive

Returns to the Attestation Review page in the web browser.

Enters a comment for why the form is not approved then selects the "Decline" button at the bottom of the form.

Legal Entity Representative

Receives an email indicating the form "...was not signed and requires correction"

Reviews the denial comment and updates the correlating information on the SAF review page.

Selects check box "**Corrections Were Made**" and clicks "Submit".

Updates to the form will automatically be submitted to the Legal Entity top executive via email for review and approval.

***NOTE:** The Legal Entity can only revise up to 6 times. If additional revisions are required, Legal Entity Representative will need to complete a brand new form.

SAF Archiving

BHS Contract Support Team

Receives confirmation email that the SAF was approved by the Legal Entity top executive and is automatically submitted to BHS for processing.

Email will include a completed PDF SAF for the Legal Entity Organization and BHS retention.

BHS Budget and Fiscal team in collaboration with assigned COR reviews the SAF and coordinates back to Legal Entity for any discrepancies.



PDF Process

SAF Review

Legal Entity Representative

Completes the form on behalf of the Legal Entity and submits to the Top Executive for review and signature.

Executive Section - The section is always required and is the individual who has signed the organization's contract(s) with BHS or the current lead Executive for the organization.

Section 1 - Reserved for other high-level executives in the organization (no more than two) who are authorized to sign ALL documents and designate limited signing authority to individuals listed in SECTION2.

Section 2 - Should be used to designate at least one individual as the **primary insurance contact** who can answer questions about insurance compliance. A phone number and email are required for this contact. Be sure to select the types of documents each person is authorized to sign.

SAF Completion

Legal Entity Top Executive

Reviews the form and signs – wet signature or e-signature is acceptable.

- If SAF requires revision, return to Legal Entity Representative for correction.

Signs completed form and signs – wet signature or e-signature is acceptable and sends completed form to Legal Entity Representative for submission to COR team.

SAF Completion

Legal Entity Representative

Emails completed SAF to COR Team representative(s)

SAF Archiving

BHS Staff

BHS Budget and Fiscal team in collaboration with assigned COR reviews the SAF and coordinates back to Legal Entity for any discrepancies.

If the Legal Entity has any questions regarding the form, please contact the respective COR.

