POLICY: 200-050385-007

Affiliation Agreements and Program Letters of Agreements

An Affiliation Agreement is an agreement between Los Angeles County and an outside institution. A Letter of Agreement is an agreement between a department at Harbor and a department at an outside institution. Both documents must be in place before a Harbor resident can rotate to an outside institution and/or before an outside resident can rotate into Harbor for a rotation here. Affiliation Agreements must be reviewed or updated every 5 years.

Affiliation Agreement

Affiliation Agreements should be completed with the support of the Graduate Medical Education Office. Please call (310) 222-2912. It should be noted that rotations for trainees to or from Harbor-UCLA Medical Center can only occur with a current valid Affiliation Agreement. If there is no current Affiliation Agreement for the non-County site, there must be a compelling reason to establish a NEW Affiliation Agreement – especially if this training rotation is limited to an elective rotation. In such cases the rationale for establishing a new Affiliation Agreement must be documented and approved by DHS Grants and Contracts office.

Payment Exemption Amendment to the Affiliation Agreement

As written, the Affiliation Agreement requires institutions accepting our residents as rotators to pay Los Angeles County a certain dollar amount. The Payment Exemption Amendment to the Affiliation Agreement does away with the billing and payment section of the agreement. Therefore, institutions willing to sign the Affiliation Agreement but refusing to pay will need to request payment exemption. Below please find the County’s Payment Exemption Policy and the Request for Payment Exemption form. Harbor departments wishing to affiliate with other institutions that are requesting payment exemption should complete the Request for Payment Exemption form and submit it to the Graduate Medical Education Office.

Program Letters of Agreement - for Harbor residents rotating to outside (Affiliate) institution

Each department can complete a Program Letters of Agreement by using the institutional template and submitting it to the GME Office for signatures. All departmental signatures must be in place before submission to the GME Office. Once all Harbor signatures are in place the PLA will be returned to the department for mailing to the Affiliate department for signatures. Once all signatures are obtained from Harbor and the Affiliate, a copy of the PLA must be sent to the GME Office.

Program Letters of Agreement – for outside residents rotating to Harbor

The sending institution should complete a PLA using their institution’s template. The sending institution should fully sign their PLA before sending it to the Harbor Department they wish to form an agreement with. The Harbor department should sign the PLA and then submit to the GME Office for signature by the Designated Institution.
Affiliation Agreements and Letters of Agreements

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Letters of Agreement - for Harbor residents rotating to outside (Affiliate) institution

Each department can complete Letters of Agreement by using the template below and submitting it to the GME Office for signatures. All departmental signatures must be in place before submission to the GME Office. Once all Harbor signatures are in place the LOA will be returned to the department for mailing to the Affiliate department for signatures. Once all signatures are obtained from Harbor and the Affiliate, a copy of the fully executed LOA must be sent to the GME Office.

Letters of Agreement – for outside residents rotating to Harbor

The sending institution should complete an LOA using their institution's template. The sending institution should fully sign their LOA before sending it to the Harbor Department they wish to form an agreement with. The Harbor department should sign the LOA and then submit to the GME Office for signature by the Designated Institution Official and Hospital CEO. The GME office will keep a copy of the LOA and return the original to the requesting Harbor department.