

## MOU Information and Instructions

The Knox/ East TN Healthcare Coalition has a Memorandum of Understanding (MOU) that all members sign. In lieu of individual MOUs between CMS 17 partners, we recommend participating in the Coalition MOU that establishes a relationship with all of our partners. The MOU states that you will be willing to share information and resources as you are able to do so – there are no firm requirements. It's also a great network of resources at your own disposal if your facility needs support (staff or stuff) during a disaster/event. The MOU was updated in December 2017, and states that it remains in effect until it is terminated.

Wanda Roberts and Charity Menefee (the Regional Hospital Coordinators) maintain the MOU, so please return the signed and scanned signature page to Wanda ([etrhc.health@tn.gov](mailto:etrhc.health@tn.gov)) or Charity ([charity.menefee@knoxcounty.org](mailto:charity.menefee@knoxcounty.org)). After your signature page is received, you will then be added to the master list of participating organizations.

After all of the signature pages have been scanned in we will send out the signed document.

### **Detailed Instructions:**

1. Read document and share with any others than may need to be involved
2. Print and sign page 6 of the MOU (signature page)
3. Scan page 6 (signature page) and save to your computer
4. Email scanned signature page to either Wanda ([etrhc.health@tn.gov](mailto:etrhc.health@tn.gov)) or Charity ([charity.menefee@knoxcounty.org](mailto:charity.menefee@knoxcounty.org)) along with your contact information including your full name, facility name, phone number and email.

If you do not have access to a scanner you may mail the signature page to:

Charity Menefee  
Knox County Health Department  
Emergency Preparedness Division  
140 Dameron Ave.  
Knoxville, TN 37917