

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive

Warrenton, Virginia 20186

Phone: (540) 428-8713

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NOTICE OF CONTRACT AWARD

1. DATE: April 13, 2007
2. COMMODITY NAME: EMS Billing & Associated Services
3. CONTRACT NUMBER: Agreement dtd 4/13/07/Riding Fairfax Cty #05-762879-39
4. CONTRACT PERIOD: April 13, 2007- June 30, 2010
5. RENEWAL OPTIONS: Five (5) Year Renewals
6. CONTRACTOR: Diversified Ambulance Billing, Inc.
(VN:643270) 397 Little Neck Rd. Bldg 3300S, Suite 300
Virginia Beach, VA 23452
Ph: (800) 355-1753
Fax: (757) 557-0936
7. DELIVERY: Per terms of Fauquier/Fairfax contract
8. TERMS: Net 30
9. PRICES: 7.5% of all monies collected & posted to patient's accounts adjusted for refunds.
10. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, Procurement Manager
PH (540) 428-8713
Email:susan.monaco@fauquiercounty.gov
12. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____
Susan R. Monaco, CPPB
Manager, FCG&PS Procurement

INSTRUCTIONS

1. This contract is for EMS Billing and Associated Services.
2. Orders: If applicable, FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. Purchase Orders and extra copies of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
3. The applicable contract number, vendor number, total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, five one-year renewals remain on this contract. Renewal notification will be released by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term. The 7.5% noted on page one will never exceed this stated amount during the duration of the Contract.
6. Payments: Per the terms of the Contract, Payments are due net thirty (30) days after submittal of an invoice to Fauquier County for the services outlined within the Contract Article 2. A 1.5% discount will be applied to the following month's invoiced amount if payment is received within twelve (12) business days after receipt of the invoice.

EMS Billing and Associated Services

Contract dated April 13, 2007/Riding Fairfax County Contract #05-762879-39
Article 2, Scope of Services

ARTICLE 2

THE WORK:

- 2.1 The CONTRACTOR shall provide Emergency Medical Service (EMS) transport billing for FAUQUIER COUNTY.
- 2.2 A brief summary of the scope of work includes the following:
 - A. Receive patient care reports (PCRs) in paper or electronic format from the COUNTY and, using appropriate technical means, establish patient accounts in the CONTRACTOR'S patient account management system.
 - B. Verify, correct and update patient account insurance or other guarantor information through hospital and patient contacts or by other means available to the CONTRACTOR.
 - C. Establish, understand and follow EMS billing policy described by the COUNTY with regard to the filing of insurance claims, invoicing of patients, speaking to patients, determining "hardship status" for patients, accepting payments from patients and generally administering patient account activity.
 - D. Submit patient insurance claims to guarantors using standardized electronic and paper form based submission procedures following regulations published by the Center for Medicare and Medicaid Services (CMS), the Code of Federal Regulations (CFR) and other industry standard practices.
 - E. When directed by the COUNTY, mail invoices requesting payment for services to a patient's home address and/or contact such patients by telephone to request payment, to the extent required by the COUNTY'S EMS billing policy.
 - F. When directed by the COUNTY, receive and process insurance or patient payments and post (credit) such payments to individual patient accounts following generally accepted accounting principles (GAAP) expected by the COUNTY. The payment management process required of the CONTRACTOR is detailed by Article 3 of this contract.
 - G. When indicated, submit to the COUNTY a report detailing refunds due to patients because of overpayment by guarantors. Such refunds shall be used to adjust fees owed by the CONTRACTOR by the COUNTY on the monthly invoice.
 - H. Provide accountability to the COUNTY for the management of patient account payments.
 - I. Provide reports to the COUNTY detailing demographic and financial data for the operation of the EMS system.
 - J. If directed by the COUNTY, represent the COUNTY to CMS, other insurers, federal agencies, other government agencies or other approved parties in matters pertaining to insurance billing and patient account management.
 - K. Provide training to COUNTY personnel with regard to completing PCRs for insurance billing purposes and for understanding the basic principles of "protected health information" management following the requirements of the Health Insurance Portability and Accountability Act (HIPAA) as determined by the Department of Health and Human Services (HHS), Office of Civil Rights (OCR).
 - L. Abide by and comply with all policies, rules, regulations and laws that pertain to the billing and reimbursement of health care services as published by CMS, HHS, OCR, the Office of Inspector General (OIG), HIPAA and the CFR.