



1 Claim Source

HEALTHCARE AND ACCOUNTS RECEIVABLE MANAGEMENT AGREEMENT

- **MEDICAL / PROVIDERS**

(0396)
Rev INF 0798
Rev. 02-14-2002

SCOPE OF SERVICES

This contract and scope of services is entered into between 1ClaimSource. Located at 6750 Mandy Lane; Suite 138, Fort Worth, TX 76112 hereafter known as Vendor or 1CS and the entity identified below which is located at the address below and is hereinafter known as Client.

1CS proposes to offer to Client medical billing and accounts receivable management service Identified at www.1claimsource.com/enrollment

Daily insurance billing: Client understands that daily billing is a priority to 1CS. All claims that can be submitted electronically will be. Claims that must be submitted on paper will be submitted with appropriate documentation where necessary. Daily processing means that 1 Claim Source shall bill the current claims activity it has each day from the previous day. Sometimes delays can occur in courier and/or mail delivery. Either way, all weekly activity shall be caught up by week beginnings each Monday from the current week's activity and all services reported for billing will be billed and submitted for that weekly period. Once office set up is complete, daily mailings, faxes, or courier of information will be forwarded to 1 Claim Source for processing. 1 Claim Source has a complete administrative setup that allows Client staff to easily separate, sort, and prepare information being sent to 1 Claim Source for processing.

Collections @ Rate specified in the current fee schedule according to the age of the outstanding claim.

Balance Forwarded to us will be entered as a transaction, and shall not be the detail, but a dollar amount only. Detailed accounts receivable data should be provided by the current billing company or practice so accounts might be reconciled and properly entered as a starting point and to insure that proper follow-up may occur. These activities will receive top priority to enhance cash fluidity of the practice. In the event that 1CS would need to pull files and compile this information from files in the Client's office, 1CS will charge an added fee; which will be agreed upon by the Client and 1CS. Otherwise, we will provide all necessary forms to have existing practice staff compile all necessary information for us to begin and implement the service.

Patient File Setup: 1CS shall setup, as part of the initial setup fee, all active Patient Accounts at no added charge (active is defined as any account that has an outstanding and collectible balance and any existing account that is receiving billing or as yet unbilled). Each patient account setup/entered thereafter shall be absolutely free as

described in the current price list detailed @ www.1claimsource.com/companyinfo/fees.aspx New and/or existing patient data shall be provided by Client. The "Encounters database" should be used to capture patient information and will be provided at no extra charge to Client for download after the trial period as ended (if applicable).

Insurance Follow-up/collections: Denials, rejections and suspended claims are handled by our professional collection and follow-up staff.

Management Reporting: 1CS offers a full range of management reporting. Specifically, these will include a monthly Aged Trial Balance Report, Insurance Trial Balance Report & Financial Analysis Reports, Recall Reporting and much more. Additional reports, such as Referring Physician, CPT analysis and ICD-9 analysis, Capitation and Encounter Reporting, are available upon request. Individual patient ledger cards and/or collection reports printed per patient are available upon request as well.

Patient Statements: Monthly statements will be sent to all patients with an outstanding balance of at least \$ 5.00 or more, unless otherwise directed. This is an important issue, especially in being in compliance with Medicare and other Payers.

*****Optional*****

Conferences: Client agrees to bi-monthly or as needed, conferences by phone or in person. Client and 1CS will designate a representative to discuss previous and upcoming month's activities, any write-offs, and adjustments, referrals to collection or details regarding collections (patient or carrier), credit policy updates and general review of monthly 1CS activities. These meetings are generally conducted after hours or after business production time.

Super bill Analysis: 1 Claim Source will perform at no additional charge, a Super bill analysis and update as part of our initial setup fees. This will include a complete analysis of all CPT and ICD-9 codes as well as an analysis of current fee structures so as to optimize income with current and up to date pricing strategies. This analysis will be approved by the practice if the analysis necessitates any change in pricing; re-design or production of a new Super bill for printing, etc. is not included.

Starting: 1CS will begin work within 1 day of set-up and online enrollment. Then will submit the first batch after receipt of any and all initial fees. Service fees and percentages are then billed (invoiced) to you weekly and is due within one week of the invoice date.

-
-
- **Electronic Claims/Startup Time:** The initial establishment to submit electronic claims, if Client has never submitted claims electronically before, can take up to six weeks to set up, however, 1 Claim Source strives to speed this along as much as possible. Most commercial carrier claims can be submitted electronically within 1 day of final setup. Medicare or Medicaid (if applicable) can vary by state.

 - **Administrative Policy.** 1CS's Administration will work jointly with Client to establish workable administrative procedures to maximize paper flow and information exchange. 1CS has a workable and easy to use system requiring a small effort by Client staff to maintain and to insure adequate exchange of data between us.

1 CLAIM SOURCE'S SERVICE AGREEMENT

This contract and scope of services is entered into between 1ClaimSource. Located at 6750 Mandy Lane; Suite 138, Fort Worth, TX 76112 hereafter known as Vendor or 1CS and the entity identified below which is located at the address below and is hereinafter known as Client.

Information expressly entered below will be captured in full after completion of your company data (enrollment) online. Therefore, online enrollment by either yourself, a party that represents your company or a 1 Claim Source representative activates this contract.

This Billing Service Agreement, entered into this Sunday, December 06, 2009 between 1 Claim Source , having its principle place of business in Fort Worth, TX and Client (hereinafter, Provider/Client/Practice) of: Address Client's Address City (Client's City) ST (Client's State) Zip Client's Zip Phone (Client's)Phone Fax Client's fax It is agreed by and between the parties as follows:

(1CS) is a Health Care billing company whose primary function is to file medical insurance claims with government and commercial insurance companies by electronic and paper media.

1CS, shall act as a billing Service processing insurance claims electronically and to process other claims by paper and/or to do direct billing to the patient, or other services as detailed by attachment.

HIPAA: (1CS) agrees that any and all information about Client or Client's patients shall not be made available to any outside party and shall remain in confidence in perpetuity.

CLIENT is responsible for providing correct and valid information to 1 CS, for processing. CLIENT holds 1CS, harmless from the validity or correctness of this information provided and as Client's sole remedy and maximum remedy is the re-filing of any incorrectly filed or processed claims or statements.

In the event that there is an error by 1CS that causes the claim to be rejected or the claim is lost or must be re-filed; 1CS will resubmit the claim at no additional charge. This is the extent of liability we assume. In the event a claim is rejected for any reason other than error by 1CS, CLIENT shall pay the cost of re-submission or A/R clean-up, if any. It is expressly understood that 1CS shall not be liable or responsible for damages or delays in the payment of claims processed.

The referenced proposal and/or billing and Fee Schedule is included as part of this agreement. Billing Service fees are billed weekly, and offset annually with the net due upon receipt. Automatic bank drafts as payment for billing services rendered can be arranged once services have begun and will be initiated within 30 days of start of services.

1 CS is hereby authorized to process for payment all accounts submitted for and in behalf of Client/Provider.

There is no minimum period of this contract either party may terminate this agreement but must provide a minimum of 30 days notice of intent to terminate. Any outstanding fees or remaining percentages due shall be payable to "1CS" through the thirty days notice period.

Agreed to By:

Accepted By:

Muriel D. Howard (President)

Practice Authorized Signature/Title

for "1CS" & Title

Signature
12/6/2009

Signed (Expressly) _____
Signature
12/6/2009

Date

Date