

**Francis Marion University – Quote Request
AMENDMENT #1 7/14/2020**

AMENDMENTS TO SOLICITATION

- (a) The Solicitation may be amended at any time prior to opening.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Request for Quote Name: RFQ-2351 University Clinics Credentialing and Billing Date: 7/9/2020

Francis Marion University is accepting quotes for: A contractor to provide credentialing and medical billing services for the University's FMU Center for Speech, Language and Hearing, and FMU Psychology Clinic for the period 7/30/2020 to 6/30/2021. See Scope of Work.

Quote with references may be e-mailed to pmacdonald@fmarion.edu

Quote with references Must be Received by: **Monday, July 20, 2020, 2:00 pm**

**RFQ-2351 – University Clinics Credentialing and Billing
Answers to Questions 7/14/2020**

Vendor Questions and Answers

Question 1	Are the clinics brand new and will require obtaining their NPI numbers? Assuming practices being credentialed as non-facility based entities.
Answer	The Center for Speech Language and Hearing has been in operation since Fall 2018. The Psychology Clinic is considered 'brand new'. NPI numbers depend on individual insurance companies. Some require individual clinicians to have them. Others allow the clinic NPI number to cover all clinicians. The billing company will need to credential both ways.
Question 2	Will the vendor receive a printout with all necessary information to bill for the services provided and have to manual key data into the billing software or is it possible to interface with the Electronic Health Record to electronically receive billing data from the Client? Is this where access is necessary in the billing software for the students to enter into the system the services to be billed? Or do they just need read only access? This information is pertinent to cost depending on the need and use of a practice management system for billing purposes only excluding EHR.
Answer	Vendor shall be capable of electronically receiving billing data at a later date. However, the university does not yet have an HER, so in the near term a printout or other information transfer (upon the agreement of both the clinic and the vendor) from clinic to vendor will be provided.
Question 3	Is item #3 on the quote request where access is necessary in the billing software for the students to enter into the system the actual services to be billed? Or do they just need read only access?
Answer	Students will need to learn how to bill services. While access to actual data entry for students would be a great option, read only access is all that is necessary here.

Question 4	Please advise the name of the EMR currently being used.
Answer	The University doesn't currently use an EMR – The clinic is just beginning to bill for services. The vendor will need to provide a system like ClinicSource. The Center for Speech Language and Hearing intends to become BabyNet providers, so some services will be provided in natural environments like home and daycare centers.
Question 5	Please advise the name of the practice management system currently being used.
Answer	There is no practice management system in place.
Question 6	For question 3 from the quote request document, what is the total number of students that require system access and total number of staff administrators that will need access?
Answer	Approximatetely 40 students and 10 faculty/staff for the Center for Speech Language and Hearing, and approximately 30 students and 10 faculty/staff for the Psychology Clinic.
Question 7	Does each clinician/provider bill separately or under one group NPI.
Answer	This will depend on the individual insurance companies for which we have been credentialed. The billing vendor will need to do both.
Question 8	How many total locations are there for the Center for Speech Language and Hearing, and the Psychology Clinic.
Answer	<p>FMU Center for Speech Language, and Hearing:</p> <ol style="list-style-type: none"> 1. One physical location 2. The Center for Speech Language and Hearing intends to become BabyNet providers, so some services will be provided in natural environments like home and daycare centers. <p>FMU Psychology Clinic</p> <ol style="list-style-type: none"> 1. Richardson Center for the Child – for children ages five and under 2. Carter Center for Health Sciences – for those over five years of age.
Question 9	Is it public knowledge to get the rate the Center for Speech Language and Hearing, and the Psychology Clinic are currently being charged for credentialing and billing?
Answer	<p>FMU Center for Speech Language and Hearing:</p> <ul style="list-style-type: none"> • Just beginning to bill for services, there is no history for charges <p>FMU Psychology Clinic:</p> <ul style="list-style-type: none"> • The Psychology clinic is just beginning to bill for services. Our services have been free up until the present time utilizing University budgets, but free is becoming expensive at \$25 per protocol. Sometimes a single evaluation can use up to \$200 worth of protocols. The goal of the Psychology Clinic is primarily to cover expenses. Further, the Psychology Clinic would like to offer a sliding fee scale when possible.

This Section Should be Completed by the Vendor acknowledging receipt of the questions below :

Company Name:			
Authorized Signature:			
Authorized Signature (printed):			
Date:			
Address:			
City/State/Zip:			
Phone Number:		Fax Number:	
E-Mail:			
Federal ID Number:		SC Minority Cert. # (if applicable):	

END OF AMENDMENT 1