

LETTER OF AGREEMENT: NEW PRACTICE PACKAGE

APPLICATION COMPLETION:

AddVal will, for a period of one year, complete credentialing and recredentialing applications to hospitals and third party payers at the request of the _____ (“Group”). The Group will notify AddVal of applications to be completed. Additionally, a maximum of three (3) state license applications will be completed as requested. AddVal will acquire the applications, complete them, then AddVal will return the applications to the Group for approval and physician signature **before submission** to the hospital or third party payer. All applications will be mailed to the office via UPS two (2) day mailers.

On the date of this agreement, the Group will provide AddVal with the following documents for each of the physicians listed below:

- Completed AddVal application;
- Curriculum Vitae MUST include month/year and all employment;
- Medical License(s), DEA and State Controlled Substances (CDS) Certificates;
- Board Certificate(s) and/or Letters of Recommendation;
- Professional Liability Insurance Declarations page;
- Documents regarding all settled and/or pending malpractice claims;
- NPI Letter and number; CAQH login and password;
- Copy of social security card (needed for Medicare & Medicaid applications);
- IRS verification of Tax ID (for Medicare);
- CME certificates;
- Driver’s license or passport copy (for hospital applications);
- Letters for all participating hospital privileges; and
- If applicable, please complete the telemedicine addendum and submit documents needed for state license applications.

TRACKING APPLICATIONS:

- Submit completed applications to the indicated hospital, licensing agency or third party payer;
- Monitor each applicant’s progress every two weeks with phone contact;
- Provide monthly reports on each application’s progress to the Group.

TERMS of the AGREEMENT:

For the period of one year: _____ to _____, AddVal will complete credentialing and recredentialing applications and track the progress of the applications through credentialing and recredentialing, as provided above, for the physicians listed below (attach list if preferred):

CONFIDENTIALLY AGREEMENT:

It is agreed that AddVal will maintain strict confidentiality regarding the documents and information received in conjunction with this project.

Fees: The services described above will be provided for the physicians listed for the terms of the agreement, one year, at the cost of \$_____ per physician, \$ _____ for initial registration. The initial fees will be paid in full on the date of this Agreement. ***On a quarterly basis, AddVal will submit invoices for all UPS postage fees and staff time for tracking calls at \$50.00 per hour (maximum of five (5) hours per physician per quarter).*** All invoices will be paid within thirty (30) days’ receipt of the invoice. Any unpaid invoices will incur finance charges at 1.5% for every thirty (30) days the invoice is not paid.

Michelle McFarlane / Add Val, Inc.

Date Signed

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