

**LETTER OF AGREEMENT: TELE-MEDICINE PACKAGE**

**APPLICATION COMPLETION:**

AddVal will complete the licensure applications for all fifty (50) states at the request of the \_\_\_\_\_ ("Group"). AddVal will acquire the applications, complete same and return the applications to the Group for approval and physician signature **before submission**. All applications will be mailed to the Group 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 (Or access to CAQH in lieu of AddVal application);
- Curriculum Vitae MUST include month/year and all employment;
- Medical License(s), DEA and State Controlled Substances (CDS) Certificates;
- Board Certificate(s);
- Professional Liability Insurance Declarations page;
- Documents regarding all settled and/or pending malpractice claims;
- NPI Letter and number; and
- Submit documents listed on State License Addendum (See AddVal application).

**TRACKING APPLICATIONS:**

- Submit completed applications to the States
- Submit and follow-up on all verifications and related requests,
- Monitor each applicant's progress as indicated by State Licensing Agencies;
- Provide monthly report on each application's progress to the Group.

**TERMS OF THE AGREEMENT:**

For the period of one year: \_\_\_\_\_ to \_\_\_\_\_, AddVal will the complete state license applications and track the progress of the applications through completion for the physician(s) listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONFIDENTIALITY 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 physician listed for the terms of the agreement, one year, at the cost of \$25,000.00 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 postage fees and verification fees.** 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.

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Michelle McFarlane  
AddVal

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed