GENERAL SERVICES ADMINISTRATION SERVICES

FEDERAL SUPPLY SERVICE AUTHORIZED
FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

Schedule Title: Multiple Award Schedule (MAS)

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>PSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>Financial Services</td>
<td>Q601</td>
</tr>
</tbody>
</table>

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contract Number: 47QRAA22D0052
Contract Period: February 1, 2022 to January 31, 2027
Contractor: Certified Healthcare Billing Services, Inc.
1060 N Allen Ave Ste C & D
Pasadena, CA 91104
www.chbmdbilling.com

Contractor’s Administration Source:
Julietta Tashchyan
Phone: (626) 791-9004
Email: julia@chbmdbilling.com

POC for Orders:
George Oganyan
Phone: (818) 422-5559
Email: georgeoganyan@chbmdbilling.com

Business Size: Small Business
Woman Owned Business

Prices shown herein are Net (Discount deducted)
FEDERAL SUPPLY SERVICE

CUSTOMER INFORMATION:

1a. Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>Financial Services</td>
<td>524292INS</td>
<td>Third Party Administration of Insurance and Pension Funds</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Price For Each SIN: N/A

1c. Hourly & Service Rates: See price list on page 4

2. MAXIMUM ORDER:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>524292INS</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: Same as contractor

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): 1% off $250,000 to $500,000; 2% off $500,001 or more

8. PROMPT PAYMENT TERMS: Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: Not Applicable

10a. TIME OF DELIVERY: Determined on the Task Order Level

10b. EXPEDITED DELIVERY: Contact contractor

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact contractor
10d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:** Same as contractor

12b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3

13. **PAYMENT ADDRESS:** Same as contractor

14. **WARRANTY PROVISION:** Not Applicable

15. **EXPORT PACKING CHARGES:** N/A

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **Section 508 Compliance for EIT:** N/A

23. **Unique Entity Identifier (UEI) Number:** N15CNAKXT8W5

24. **Contractor has an active registration in the SAM database.**
PROFESSIONAL SERVICES WORK SCOPE

<table>
<thead>
<tr>
<th>SIN</th>
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<th>Subcategory</th>
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<tbody>
<tr>
<td>524292INS</td>
<td>Third Party Administration of Insurance and Pension Funds</td>
<td>Financial Services</td>
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</table>

**DESCRIPTION:** Provides financial services related to third party administration of insurance and pension funds, such as claims adjudication and processing and other administrative services to insurance carriers, employee benefit plans, and self-insurance funds. Additionally, medical coding, medical billing, medical claims and appeals, insurance claim processing, managing and distributing claims reimbursements may be performed. Ancillary support services may include providing customer service education and outreach, project and program management, compliance and dispute resolution support, provider outreach, and data reporting support, benefit design, prescription drug formulary, enrollment assistance, consolidated billing, identification of billing mistakes, stop loss coverage, and state and federal billing.

PROFESSIONAL SERVICES AWARDED PRICES

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
<th>Subcategory</th>
<th>Labor Category</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>IT Services</td>
<td>Medical Billing $0-$100,000</td>
<td>5.25%</td>
<td>of collected amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Billing $100,001-$250,000</td>
<td>5.25%</td>
<td>of collected amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical Billing $250,001+</td>
<td>5.25%</td>
<td>of collected amount</td>
</tr>
</tbody>
</table>

**Description of Medical Billing Services:**
Check patient information, Compare the superbills with daily login sheets to ensure all claims are created and submitted, Run primary and secondary insurance eligibility, Create/update patient demographics, including all current and past insurance information, Submit claims daily electronically and by paper, as needed. Follow up on unpaid claims with the insurance company, Submit first and second level appeals for any denials received, Submit medical records to insurance companies as needed, Provide billing records, Post all insurance and patient payments, Submit secondary and tertiary insurance claims, Send out patient billing statements, Provide answers to patient inquiries regarding their billing statement, Facilitate communication between patient and doctor’s office regarding payment plans, Follow up on unpaid patient invoice, Provide monthly revenue reports.

**Minimum Education:** High School

**Minimum Years’ Experience:** 1

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories/services have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.