GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule 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.

MULTIPLE AWARD SCHEDULE (MAS)
Category H, Professional Services, Subcategory H03. Financial Services, FSC/PSC Code R704

Contract Number: GS-23F-0408P
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: September 1, 2014 through August 31, 2024

DT-Trak Consulting, Inc.
210 North Broadway
Miller, SD  57362
Ph. 877.858.5307 | Fax (605) 853-2653
www.dt-trak.com

Contact for Contract Administration:  Natalie Bertsch
Office: 605-853-2786 | email: nbertsch@dt-trak.com

Business Size: Small Business

This Schedule Contract Pricelist includes Modifications through A821, dated June 26, 2020.
GENERAL DESCRIPTION

DT-Trak Consulting (DT-Trak) is an Indian owned and operated entity, classified as a small business. DT-Trak is based out of Miller, South Dakota and provides experienced nationwide professional medical coding, RPMS data entry, RPMS 3rd Party Billing, clearing house, and auditing support services.

DT-Trak has been providing nationwide professional medical claims management, revenue enhancement, training, and on-site consulting services since 2002. Our corporate mission is to provide the highest quality medical records and revenue management services at a competitive price through a supportive partnership with each customer that we serve. In providing services to our customers, we have pioneered new processes, techniques, and methodologies that have proven to be highly efficient in minimizing turn-around times and highly effective in maximizing revenue recovery. The goal in every project we undertake is to increase the business and financial wellness of our customer so that they may continue to improve the health and wellness of their patients. In these simplest of terms, this is why we exist; and it is ultimately the cornerstone of our success

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1 CUSTOMER INFORMATION

1. SPECIAL ITEM NUMBERS (SINS):
   a. Table of awarded SINs
      | SIN | Description                      |
      |-----|----------------------------------|
      | 541214, 541214RC | Payroll Services               |
      | OLM, OLMRC      | Order-Level Materials (OLMs).   |
   b. Lowest priced service is Biller 1 at $3.18 per transaction.
   c. Hourly rates are provided in the pricelist found on page 5.

2. MAXIMUM ORDER: Orders exceeding the maximum order threshold may be placed in accordance with Clause 52.216-19, Order Limitations.
   a. The Maximum Order value for SIN 541214, 541214RC is $1,000,000.
   b. The Maximum Order value for SIN OLM, OLMRC is $250,000

3. MINIMUM ORDER:
   a. The Minimum Order is $100.00

4. GEOGRAPHIC COVERAGE: The Geographic Scope of Contract is domestic delivery only.

5. PRODUCTION POINT: 210 North Broadway, Hand County, Miller, SD 57362

6. Prices shown are NET Prices; Basic Discounts have been deducted.

7. DISCOUNTS:
   a. Quantity -- None
   b. Dollar Volume -- None

8. PROMPT PAYMENT: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. GOVERNMENT PURCHASE CARDS:
   a. Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
   b. Credit cards are not acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

10. FOREIGN ITEMS: Not applicable.
11. DELIVERY SCHEDULE:
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:
      | SPECIAL ITEM NUMBERS | DELIVERY TIME (DAYS ARO) |
      | SIN 541214, 541214RC  | As negotiated between DT-Trak and the Ordering Activity |
   b. EXPEDITED DELIVERY: As negotiated between DT-Trak and the Ordering Activity.
   c. OVERNIGHT and TWO-DAY DELIVERY: Overnight and 2-day delivery is not available
   d. URGENT REQUIREMENTS: When agencies have a genuine urgent delivery requirement, they are encouraged to contact the DT-Trak Consulting Administrator (Natalie Bertsch) for the purpose of obtaining accelerated delivery. DT-Trak Consulting will reply to the inquiry within 2 work days after receipt. If DT-Trak Consulting offers an accelerated delivery time acceptable to the ordering agency in any order placed pursuant to the agreed upon accelerated delivery timeframe, it shall be delivered within this shorter delivery time. All other terms and condition apply.

12. FOB: Destination

13. ORDERING INFORMATION:
   a. Agencies should address all orders to the following address.
      DT-Trak Consulting
      Attn: Natalie Bertsch
      210 North Broadway
      Miller, SD 57362
      Ph: 605-853-2786/ Fax: 605-853-2111
      nbertsch@dt-trak.com
   b. For supplies and services, the order procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT INFORMATION:
   a. Agencies should address all payments to the following address.
      DT-Trak Consulting
      Attn: Natalie Bertsch
      210 North Broadway
      Miller, SD 57362

15. WARRANTY PROVISION:
    Not Applicable
16. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:
   Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD
    ACCEPTANCE ABOVE THE MICROPURCHASE THRESHOLD
    Not Applicable

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:
    Not applicable.

19. TERMS AND CONDITIONS OF INSTALLATION: Not applicable.

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF
    PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:
    Not applicable.

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not applicable.

21. SERVICE AND DISTRIBUTION POINTS: Not applicable.

22. PARTICIPATING DEALERS: Not applicable.

23. PREVENTATIVE MAINTENANCE: Not applicable.

24a. ENVIRONMENTAL ATTRIBUTES: Not applicable.

24b. SECTION 508 COMPLIANCE: Not applicable.

25. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER: 119607559

26. DT-Trak HAS registered with the System for Award Management (SAM) Database.
2. **SPECIAL ITEM NUMBER 541214, 541214RC PAYROLL SERVICES DESCRIPTIONS**

**Certified Coder 2**
- Capture all appropriate information from hard copy format to the electronic health record for health data statistics, reimbursement and patient care purposes by assigning all proper and necessary ICD – 10 diagnosis and procedure codes, CPT, HCPCS, E/M codes and appropriate modifiers. Capture and enter all information from the electronic health record into the patient management system.

**Certified Coder 4**
- Capture all appropriate information from the electronic health record for health data statistics, reimbursement and patient care purposes by assigning all proper and necessary ICD – 10 diagnosis and procedure codes, CPT, HCPCS, E/M codes and appropriate modifiers. Capture and enter all information from the electronic health record into the patient management system.

**Biller 1**
- Services to process and approve medical claims resulting from bona fide medical visits directly to prepare for electronic or paper claims submission to payers per unit.

**Certified Coder, Inpatient**
- Services to assign ICD-10 Diagnosis, Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) and Evaluation and Management (E/M) codes as well as assign Diagnostic Related-Grouper (DRG) to complete or finalize fully electronic medical visits (encounters) via HIPAA secured remote access to electronic medical records programs.

**Biller**
- Services to process and submit medical claims resulting from bona fide medical visits directly to the appropriate carrier or clearinghouse.

**Credentialing and Enrollment**
- Services to assist clients in enrolling and tracking providers licenses and facilities in third party healthcare payment programs through Medicaid, Medicare, and private insurers, including Council for Affordable Quality Healthcare (CACQ) and (Provider Enrollment, Chain and Ownership System (PECOS). The service includes completing and tracking of new enrollments, electronic remittance advice enrollment (ERA), electronic funds transfer (EFT) enrollment, monitoring and re-enrollment, data storage of W-9, CLIA certificate, bank, RS and CMS letters as applicable, applying for National Provider Identifier (NPI) via National Plan and Provider Enumeration System (NPPES), notification to payers and internal contacts of practitioner practice changes and site changes, provision of assistance on provider-related denials, assist facility with internal inquiries, review charges and claims pending in various Electronic Health Systems (EHR’s) for enrollment-related issues and initiate enrollment for electronic claims submission.
Certified Coder 3

- Services to assign ICD-10 Diagnosis, Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) and Evaluation and Management (E/M) codes to complete or finalize fully electronic medical visits (encounters) via HIPAA secured remote access to electronic medical records programs, hourly.

Accounts Receivable Clerk

- Services to provide accounts receivable and follow-up services of unpaid claims, including denials management, batching, posting, printing, mailing, electronic claims transfer, clearinghouse review, adjustments and final adjudication of claims via HIPAA secured remote access to electronic accounts receivable program.

Certified Coding Manager

- Services to provide full revenue cycle analysis, workflow analysis, policies and procedures, compliance auditing, revenue cycle training, revenue cycle management, revenue cycle management reporting, financial impact analysis and revenue cycle department management via HIPAA secured remote access to electronic programs and by onsite means.

Certified Coder, Manager 2

- Service to provide audits for coding, billing, accounts receivable and provider documentation with reporting and training via HIPAA secured remote access to electronic programs and by onsite means.
3. **AUTHORIZED GSA MAS SCHEDULE PRICELIST**

**Special Item Number 541214, 541214RC Payroll Services**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Coder 2</td>
<td>Clinic &amp; Hospital Based Offsite Encounter Certified Coding &amp; Electronic Data Entry</td>
<td>$3.96 per transaction</td>
</tr>
<tr>
<td>Certified Coder 4</td>
<td>Clinic &amp; Hospital Based Offsite Per Unit Outpatient EHR Encounter Certified Coding &amp; Auditing Review</td>
<td>$6.45 per transaction</td>
</tr>
<tr>
<td>Biller 1</td>
<td>Electronic 3\textsuperscript{rd} Party Billing Offsite Outpatient Hospital and Clinic Based</td>
<td>$3.18 per transaction</td>
</tr>
</tbody>
</table>

**Hourly Rates**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>GSA Price Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Coder, Inpatient</td>
<td>Hospital Based Inpatient Offsite Coding</td>
<td>$42.20</td>
</tr>
<tr>
<td>Biller</td>
<td>Electronic 3\textsuperscript{rd} Party Billing Offsite Hospital and Clinic Based</td>
<td>$42.20</td>
</tr>
<tr>
<td>Credentialing and Enrollment Services</td>
<td>Credentialing and payer enrollment services for all types of providers as well as facility payer enrollment.</td>
<td>$48.50</td>
</tr>
<tr>
<td>Certified Coder 3</td>
<td>Clinic &amp; Hospital Based Off-site Hourly Outpatient EHR Encounter Certified Coding &amp; Auditing Review</td>
<td>$60.05</td>
</tr>
<tr>
<td>Accounts Receivable Clerk</td>
<td>Patient Accounts Receivable and Follow-Up Outpatient &amp; Inpatient (Off-Site)</td>
<td>$43.44</td>
</tr>
<tr>
<td>Certified Coder, Manager</td>
<td>Revenue Generation Cycle Consultative Services (On-Site &amp; Off-Site)</td>
<td>$140.29</td>
</tr>
<tr>
<td>Certified Coder, Manager 2</td>
<td>Compliance Auditing (On-Site &amp; Off-Site)</td>
<td>$154.59</td>
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</tbody>
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