

CHHC Payment Policies and Procedure for Contractors

Our goal for contractors at Chesapeake Home Health Care is to ensure that you will be paid promptly and correctly. We have specific guidelines and procedures for submitting Contractor's Invoices, Time Sheet(s) and Nurse's documentation (Nurse's Notes). In order to ensure that this payment goal is reached, **you must follow all guidelines below**, and if you have any questions, feel free to contact Erica Paul.



Nurse {Contractor} Compensation: Chesapeake Home Health Care shall pay Compensation to the Nurse {Contractor} for authorized and approved services pursuant to this Agreement, in accordance with the rate(s) as set forth in the Subcontract Agreement, Service Rate Agreement and/or Assignment Confirmation. Nurse {Contractor} shall be reimbursed within time limits established by applicable law. If no law applies, Nurse {Contractor} shall be reimbursed based on the approved annual **CHHC Contractor Payment Schedule** of receipt of clean claim by Chesapeake.

Submitting Documentation for Payment

Work Week - Payment is made in one (1) week increments and is from Sunday 12:01am to Saturday 12 midnight.

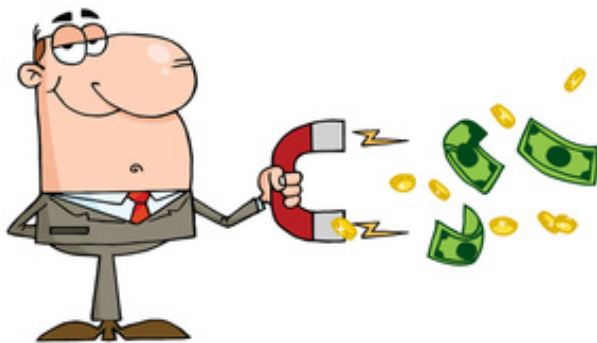
When Due - Completed documentation must arrive at the office by **5pm the Tuesday after each workweek** in order to be considered for payment at the regularly scheduled time. If your information does not **arrive by the due date**, it is considered late and will be paid on the following pay date.

Please see the attached examples of a completed invoice, timesheet & nurse's note.

Incomplete Documentation - Time Sheet(s) are considered incomplete when all necessary signatures are not present, time has not been completed and added up, Nurse's Notes and Invoice were not received with the time sheet, and/or the dates on the nurse's notes or invoice does not match the time sheet. If any of these problems occur, **incomplete documentation will be returned to you for correction and the payment will not be made until all problems are corrected.** Payment of corrected documentation will occur in the pay week of which documentation was corrected.

30 - Day Rule/Billing Requirements: Nurse (Contractor) shall complete and deliver to Chesapeake Home Health Care (CHHC), at the address specified by CHHC, an *invoice* for approved and covered services rendered to a CHHC client/patient, pursuant to this agreement. Invoice (s) shall be billed at the CHHC contracted rate(s) on an approved billing form and submitted to Chesapeake via mail or by hand delivery (hard copy), or as otherwise specified by CHHC, within **thirty days (30)** after date of service. Any invoice, timesheet and/or nurses note(s) submitted more than thirty (30) days after date of service may be subject to **denial**. It is expressly understood that the Nurse {Contractor} will be compensated only when its services have been rendered to a CHHC client/patient and all required **Paperwork** (invoice, timesheet and nurses notes(s)) is timely submitted to Chesapeake. In connection with **CHHC Payment Policies and Procedures** (Section 2a), the **Paperwork** must be clean and include proper dates of service, include all required or necessary information as stipulated and must be clean. If **Paperwork** (invoice, timesheet and nurses notes(s)) is incomplete or determined by CHHC not to meet its standards, then it will be returned to Nurse {Contractor} for corrections, and payment will not be made until the next pay period after Nurse {Contractor} makes all corrections on the **Paperwork** (invoice, timesheet and nurses notes(s)) that are reasonably requested by Chesapeake. Nurse {Contractor} will cooperate with request by Chesapeake for corrections in **Paperwork** (invoice, timesheet and nurses notes(s)), regardless of whether such request are made before or after payment is rendered to Nurse {Contractor}.

Overpayment/Appeals: Chesapeake Home Health Care will notify and work with Nurse {Contractor} in good faith to resolve **overpayments** at least ten (10) days prior to the use of offsets against current or future payments. At the end of this 10 day



period, if there is any **overpayment**, duplicate payment, or other payment of an amount in excess of that to which Nurse {Contractor} is entitled hereunder, Chesapeake may, in addition to any other remedy, recover the same by way of setting off the amounts overpaid against current and future amounts due to Nurse {Contractor} or by

seeking an immediate refund of the amount in controversy from Nurse {Contractor}. Nurse {Contractor} agrees to notify Chesapeake of any disputes regarding payment within thirty (30) days from the date of payment.

Nurse {Contractor} agrees to bill Chesapeake Home Health Care on an invoice. The following information is required for processing and payment:

- Federal Tax ID Number
- Patient Name
- Chesapeake Home Health Care Worker Number (To Be Announced)
- Dates of Service
- Description of Service
- Billed at contractual rate(s)
- Nurse {Contractor} Remit Information/Address

The Nurse {Contractor} will attach a clean invoice as stipulated for services rendered to CHHC client/patient pursuant to this Agreement, together with all required back-up documentation, as specified to Nurse {Contractor} by CHHC (the invoice and required back-up documentation being referred to as the "Paperwork").

Consistent Late or Incomplete Submissions: Documentation that is consistently late or incomplete is considered non-compliant with company policies and procedures. The 1st and 2nd time warrants written notification of your non-compliance. The 3rd time you will be required to come into the office to counsel with the Administrator or Director of Nursing. If the non-compliance persists, your contract with CHHC will be at risk.

Insurance Requirement: Nurse {Contractor} shall procure and maintain, at the Nurse {Contractor} sole expense, **Professional Liability** and other insurance of the types and in amounts customarily carried by similar businesses with respect to their operation. **Certificates of Insurance** shall be provided to Chesapeake Home Health Care in all instances. Reimbursement for delivered services will be delayed until current copies of **Certificates of Insurance** are provided to Chesapeake. **Certificates of Insurance** are provided to Chesapeake as an additional insured and shall be provided to Chesapeake upon request. In addition, Nurse {Contractor} agrees to maintain



Worker's Compensation Insurance coverage as required by law. Prior to execution of this Agreement by Nurse {Contractor}, and at each credential period (policy or license renewal) or at any time upon request by Chesapeake thereafter, Nurse {Contractor} shall submit to Chesapeake in writing evidence of insurance coverage.

Nurse {Contractor} and Chesapeake Home Health Care acknowledge their respective understanding of this agreement.