

Strength.
Permanence.
Security.



CAPABILITY STATEMENT

cornerstone-admin.com

CornerStone Administrative Services, LLC is the ultimate outsourcing business solution.

With a solid foundation of over 15 years of experience, we provide exceptional and confidential business support for our clients.

Based in Indianapolis, our highly skilled team of professionals assists organizations and businesses at a national, state, and local level to deliver outstanding services in the following areas:

- ✓ DATA ENTRY
- ✓ INVOICING SERVICES
- ✓ STATISTICAL DATA VISUALIZATION
- ✓ CUSTOMER SERVICE/CALL CENTER
- ✓ FRONT, MIDDLE & BACK OFFICE SUPPORT SERVICES
- ✓ SIX SIGMA GREEN BELT PROCESSES

DIFFERENTIATORS

- We bring expertise, capability, and capacity at **competitive rates**
- We are an **integrated solutions team** that offers a strategic mix of latest technology and best business practices
- **Six Sigma Certified**

FRONT OFFICE SUPPORT

- Phone Answering Services
- Client Registration
- Scheduling
- Call Center Support

MIDDLE OFFICE SUPPORT

- Project Management
- Standard Operation Procedural Manuals
- Credentialing, Provider Enrollment, Contracting Services

BACK OFFICE SUPPORT

- Mailing List Management
- Invoicing
- Data Visualization Solution/ Real-Time Reporting
- Data Entry
- Initiatives

COMPANY DATA

DBE, M/WBE CERTIFIED

NAICS: 561421, 524292, 561110, 541219, 524291, 561422

DUNS: 080595081 | **CAGE:** 8B3Q3

PAST PERFORMANCES

- FAMILY COMMUNITY CONNECTIONS, LLC
- SQUARE ONE WELLNESS
- MGN LOGISTICS
- HOME CARE CONNECTIONS
- URGENT CARE CENTER OF NEVADA
- EXTENSIVE PAIN PRIMARY
- A TOUCH OF CARE HOME CARE SERVICES, LLC
- HOME CARE CONNECTIONS-HCC

COMPANY INFO

CORNERSTONE ADMINISTRATIVE SERVICES, LLC

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