**Active Credentialing Services, LLC**

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**Gina Leary- Owner**

Our provider enrollment services offers assistance with enrolling with Medicare (PECOS for individual providers), Medicaid, and Commercial Insurance payors. We offer three different service credentialing packages.

**Package #1**

1. CAQH (Council for Affordable Quality Healthcare)

2. PECOS(Provider Enrollment, Chain and Ownership System)

3. Medicare

4. Medicaid

5. Blue Cross and Blue Shield of TN

6. Up to (6) Commercial Payors

7. Annual maintenance or credentialing file

**Total Fee: $3000.00**

**\* Does NOT include hourly fee of $50.00 for additional phone calls, emails, unusual credentialing issues, etc. made on your behalf.**

**Package #2**

1. CAQH (Council for Affordable Quality Healthcare)

2. PECO’s (Provider Enrollment, Chain and Ownership System)

3. Medicare

4. Medicaid

5. Blue Cross and Blue Shield of TN

6. Annual maintenance or credentialing file

**Total Fee: $2000.00**

Each Additional Commercial Payor **$250.00**

This is our highest level of service. Our package number one and two provides you with a “Credentialing Office” for your practice. You won’t have to worry about any credentialing related matters during your one year subscription period. Your dedicated team at **ACS** will handle all initial enrollment applications for third party payor networks, re-credentialing applications, plus we’ll manage your credentialing file including keeping your expired documents (license, DEA, boards, etc) current with carriers and maintain your CAQH profile.

**This service includes:**

* Process all payor enrollment applications and re-credentialing applications. You can add payors at any time during your subscription and we’ll take care of

everything.

* Maintain your credentialing file in our secure database with electronic copies of all your required documents
* Maintain your CAQH profile to ensure commercial payors always have current credentialing information
* Maintain copies of all your files, insurance contracts, and supporting documents on our secure servers
* Serve as your primary point of contact for credentialing issues for insurance companies and hospitals
* Notify you when applications are complete and maintain network approval in your file

**Benefits of our service include:**

* Credentialing staff with extensive experience in working with Medicare (PECOS for individual providers), Medicaid, and commercial insurance enrollment
* No worries about making the time to fill out paperwork for insurance companies!
* Complete your provider profile online and upload supporting documents so there is no wasted time mailing paper application to get you started.
* Ideal solution for starting a new medical practice or other health services organization because we take care of everything for our flat fee.

**Package #3**

**Annual Maintenance of Credentialing File**

1. ACS will manage your credentialing data and document copies for an entire year, so that we can process your applications as you need them throughout the twelve month period.

2. ACS will maintain your credentialing file in its secure database, with electronic copies available to you when requested.

3. ACS will update payors and CAQH, on your behalf, with renewed documents as needed.

**Total Fee: $300.00**

**\* Does NOT include hourly fee of $50.00 for additional phone calls, emails, unusual credentialing issues, etc. made on your behalf.**

**Additional Notes:**

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**I understand the offered packages and the services included in each package. I agree to pay the contract fee established, as well as the additional hourly fee that may not be included in the contract.**

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**Provider Signature Date**