

Executive Billing Solutions, LLC

Service Agreement for Accounts Receivable Management and Insurance Submission

This agreement effective this _____ day of _____, 2003 is made by and between Executive Billing Solutions, LLC {hereinafter referred to as "Billing Center"} and _____ {hereinafter referred to as "Provider"}.

Whereas, the Billing Center offers accounts receivable management services and medical claims processing services to chiropractic health care providers.

The parties hereto agree to the following:

1.0 Claims Processing Services

- 1.1** The provider will submit approved super bill or daily encounter forms to the Billing Center on a regularly scheduled basis. The paperwork must be submitted via _____, _____ times per week. Parties can orally modify the method and frequency of form submission. Such oral modification will be recorded in the providers file by Billing Center.
- 1.2** All insurance checks, Insurance Explanation of Benefits (EOB) and payments will be sent directly to the provider. Upon receipt, the provider will submit copies of all received payments and Explanation of Benefits (EOB) immediately to the Billing Company via fax in order to be applied to patient's account. It is the sole responsibility of the Provider to verify that the Billing Center has received transmitted documents.
- 1.3** The Billing Center will process the Provider's claims electronically and/or on paper to the appropriate insurance company and provide a computer-generated report verifying the insurance companies receipt of the Provider's claim. The Billing Center will process each claim with in (2) two business days of submission by the provider, with the exception of those claims that contain errors or missing information.
- 1.4** The Billing Center will provide follow up on all outstanding claims in a timely manner until the viability of collection has been determined. If collection is not feasible, the Billing Center will provide the Provider with a written explanation as to the outcome and possible remedy of the claim.

2.0 Compensation

- 2.1** Provider agrees to reimburse the Billing Center for services provided at a rate of _____% of the gross total claims awarded as a result of the Billing Center's services. The Billing Center will provide the Provider with an invoice (2) twice per month for payment. The billing schedule will consist of the 1st-15th of the month and the 16th – EOM. Included in each billing invoice will be a confirmed total from the respective insurance companies and the method of calculation based on the gross claims awarded. Remittance of the charges will be due in full within 15 days of invoice.