

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.

- 2.2 If payment is not received by the due date (15 days from the invoice date), the Provider will be charged a late fee of 10% of the total invoice due, and subsequent 10% late fees every (30) days until the invoice is paid in full.
- 2.3 If payment is not received by the due date (15 days from the invoice date), the Billing Company reserves the right to cease all future claims submissions until all of the outstanding invoices have been discharged.

3.0 Term of Agreement

- 3.1 This agreement may be terminated by either party upon submission of a 45 day written notice to the other party.
- 3.2 The Provider agrees to a 90 day trial period in which the right to terminate this agreement will be waived.

4.0 Code of Ethics

- 4.1 Both the Billing Center and the Provider agree to maintain and operate under an implied "Code of Ethics". This includes, but is not limited to the submission of all claims, the submission of all payments, the submission of all EOB's, the submission of valid claims, earnest attempts to obtain all claims in a timely manner, maintaining the confidentiality of patients, and complying with HIPPS guidelines.
- 4.2 The Billing Center does not take responsibility for the substance of the claim, only it's submission to the insurance company.

Both parties fully understand this agreement, it becoming effective this ____ day of _____, 2003.

Billing Center Representative

Date

Provider Representative

Date