

## INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **3:00 pm** local time on **Friday, October 20, 2017** for:

### **Medical Records Consultant for the Diagnostic and Treatment Clinic RFP #2017-210**

Specifications **MUST** be RECEIVED from the Oneida County Health Department, Attention: Patrice Bogan, 185 Genesee St. Utica, NY 13501, telephone: 315-798-6400 or downloaded from the Oneida County website at <http://www.ocgov.net> (Public Notice Section).

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department. The Oneida County Health Department reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Date: October 6, 2017

Patrice Bogan  
Deputy Director of Health

Request for Proposal (RFP): #2017-210 Medical Records Consultant

**GENERAL INFORMATION**

Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida government with its main offices located in Utica, New York. The OCHD is a part of the County's public health infrastructure that provides the resources needed to deliver the essential public health services. Among one of the largest departments within the Oneida County's workforce, the Health Department employs approximately 70 employees.

Invitation to Apply:

The Oneida County Health Department is seeking a highly experienced individual to provide consultation services in Medical Records Management with the capabilities to provide services as a Certified Medical Records Consultant on a part time basis. These services would commence November 1, 2017 and run through December 31, 2018 with the department's option to renew for the calendar years of 2019 and 2020.

Scope of Work:

This Certified Medical Records Consultant will be responsible for the provision of generalized medical record consulting services to include, but not be limited to record monitoring and storage, reviewing clinic audit results and providing recommendations, and provision of health information quality reports. The consultant will participate in planning and coordination of services provided. At minimum, the consultant will attend quarterly Quality Assurance Committee meetings held at the Public Health Clinic in Utica, NY.

The consultant will abide by the code of Ethics of the American Health Information Management Association, which includes the handling of patient information in a confidential manner.

The Certified Medical Records Consultant would be compensated for these services at an hourly rate not to exceed 5 hours a month during the business hours of Monday through Friday, 8:30 AM to 4:30 PM.

Insurance:

The Contractor shall maintain a professional liability policy and will provide the Agency with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate during the term of this agreement. The Contractor shall also maintain general liability insurance and will provide the Agency with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have the County named as "additional insured," on the general liability policy and to provide the County with certificates from said insurance company or companies showing proof of

insurance as stated heretofore. The Contractor further agrees to provide that such coverage shall not be terminated without prior notice to the County of at least thirty (30) days. The Contractor grants Oneida County a limited power of attorney to communicate with Contractor's insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

County with certificates from said insurance company or companies showing the proof of insurance as stated heretofore.

**Sealed proposals will be accepted until Friday October 20, 2017 at 3:00 p.m. EST. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.**

Evaluation of Proposals:

Proposals received by the October 20, 2017 deadline at 3:00 P.M. EST will be reviewed by a team of Health Department Senior Staff members.

#### PROPOSAL SUBMISSION

Proposal should include qualified medical record consultant credentials, including a copy of national certification, past experience and proposed hourly rate. Three professional references should also be included.

The Oneida County Health Department expects that the candidate who submits the successful proposal will be able to commence employment once a contract is in place.

Proposal Contact Person:

Sandra Pejcic, Director of Clinic Services  
Oneida County Public Health Clinic  
406 Elizabeth Street  
Utica, NY 13501

[spejcic@ocgov.net](mailto:spejcic@ocgov.net)  
315-798-5748