



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/24/2023

File ID: TMP-3191

Department: Human Resources

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute Amendment No. 2 to the Medical Service Agreement between the City of Huntsville and Premise Health Employer Solutions, LLC, (formerly known as "CareHere Management, PLLC").

Resolution No.

Finance Information:

Account Number: TBD

City Cost Amount: \$ N/A

Total Cost: \$ N/A

Special Circumstances:

Grant Funded: \$ N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

The original agreement was between the City and CareHere Management, PLLC, also known as "Premise Health." Now, any reference to CareHere Management, PLLC, shall be replaced by Premise Health Employer Solutions, LLC.

RESOLUTION NO. 23- _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby, authorized to execute Amendment 2 to the Medical Service Agreement, by and between the City of Huntsville, an Alabama municipal corporation, and Premise Health Employer Solutions, LLC, (formerly known as CareHere Management, PLLC, (also known as “Premise Health”), which said amendment is substantially in words and figures the same as that certain document attached hereto and identified as “Amendment 2 to the Medical Service Agreement, between the City of Huntsville, and Premise Health Employer Solutions, LLC, formerly known as CareHere Management, PLLC, (also known as “Premise Health”),” consisting of thirty-eight (38) pages including exhibits, and the date of the 24th day of August, 2023, appearing on the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document after being signed by the Mayor, shall be permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 24th day of August, 2023.

President of the City Council of the City of
Huntsville, Alabama

APPROVED this the 24th day of August, 2023.

Mayor of the City of Huntsville, Alabama

AMENDMENT NO. 2 TO THE MEDICAL SERVICE AGREEMENT

This Amendment No. 2 to the Medical Services Agreement (“**Amendment No. 2**”) is effective as of October 1, 2023 (“**Amendment No. 2 Effective Date**”), and is made by and between Premise Health Employer Solutions, LLC, a Delaware limited liability company, having its principal place of business at 5500 Maryland Way, Suite 120, Brentwood, TN 37027, as successor in interest to CareHere Management, PLLC (“**Premise Health**”) and the City of Huntsville, Alabama, an Alabama municipal corporation having its principal place of business at 308 Fountain Circle, Huntsville, AL 35801 (“**Client**”). Premise Health and Client are each individually a “**Party**” and are collectively the “**Parties**.” Capitalized terms used herein that are not otherwise defined have the meanings assigned to them in the Agreement, as defined below.

RECITALS

WHEREAS, Premise Health and Client entered into that certain Medical Services Agreement, effective September 10, 2020, as amended by that Amendment No. 1, effective June 23, 2022 (collectively, the “**Agreement**”); and

WHEREAS, the Parties desire to update the Agreement as provided for in this **Amendment No. 2**.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Effective January 1, 2023, all references to “CareHere Management, PLLC” in the Agreement shall be replaced by “Premise Health Employer Solutions, LLC” and all references to “CareHere” in the Agreement shall be replaced with “Premise Health”.

2. Section 1.01 shall be removed in its entirety from the Agreement and replaced with the following:

1.01 Scope of Services. Premise Health shall provide certain services (“Services” and/or “Medical Services”) to eligible participants. Such eligibility is defined in Section 1.02 of this Agreement. The Services to be provided are described in the Scope of Work (“SOW”) as attached hereto as Exhibit A. The Employer and Premise Health may, at any time and from time to time, amend or supplement Exhibit A by properly executed and approved written modification of or amendment to this Agreement.

3. Section 1.02 shall be removed in its entirety from the Agreement and replaced with the following:

1.02 Individuals Eligible for Services. The categories of individuals eligible for Services are further described in Exhibit A; specifically, Exhibit A, Article IV, Eligibility. Premise Health and Employer shall coordinate with each other to assure that eligibility records and documentation are updated periodically to indicate the specific individuals authorized for Services.

4. Section 2.04 shall be removed in its entirety and replaced with the following:

2.04 Place of Services. The Employer shall provide examination room(s) at Employer's place of business or other location, or locations, mutually agreed to by Employer and Premise Health. Such examination rooms(s) shall be reasonably satisfactory, in the judgment of the Medical Professional, for the provision of the Medical Services. Premise Health shall supply the Employer with example clinic facility floor plans along with minimum facility requirements including, but not limited to, minimum exam room space, cabinetry, counter space, lockable medication storage, internet connectivity needs, and telephone and fax connectivity needs. Premise Health will negotiate and contract with telephone, fax, and internet connectivity provider(s) to install, maintain, and operate said services. All associated expenses will be passed through to Employer in accordance with Section 3.03. Premise Health shall secure necessary computer hardware and software. All associated expenses will be passed through in accordance with Section 3.03. The Employer agrees to coordinate, manage, fund, and oversee any construction and/or renovation required to provide the Place of Service. The Employer shall provide regular janitorial services at the Place of Service during the term of the Agreement.

5. Section 2.15 shall be removed in its entirety from the Agreement and replaced with the following:

2.15 Job Descriptions. Standard job descriptions for medical professional are attached hereto as Exhibit L. Such job descriptions are for reference purposes only and may be modified and updated from time to time by Premise Health in its sole discretion.

6. Section 3.03 shall be removed in its entirety from the Agreement and replaced with the following:

3.03 Budget. Detailed descriptions of the operating expenses relating to the SOW, attached hereto as Exhibit A, will be set forth in the budgets for the SOW for each year of the Term (the "Budgets"), attached hereto as Exhibit B, with each "Budget Year" being a consecutive 12 month period commencing on the Effective Date. The projected expenses identified in the Budgets are based upon estimated utilization of the Services. Each Budget will include all personnel costs, management fees, as described in Section 3.02, and operating expenses. Operating expenses include, among other things, information systems costs, medical supplies, utilities, equipment, travel expenses, and outside services and will be billed in accordance with the Budget. If the Parties agree to extend the Term of this

Agreement, then the Parties will work in good faith to agree upon a new Budget at least 30 days prior to the effective date of the renewal. In the event that the Parties have not agreed upon the revised Budget by three months after the effective date of the renewal, then each category of expense on the Budget will increase by a maximum of 7%, which will constitute the Budget for the Budget Year then commencing.

7. Section 4.01 shall be removed in its entirety from the Agreement and replaced with the following:

4.01 Term. This Agreement shall be for a term of three years following October 1, 2023. Following the end of the Initial Term, the parties may agree to renew the Agreement for an additional term or terms.

8. Section 4.04, as set forth below, shall be added in its entirety to the Agreement.

4.04 Non-Appropriation. Premise Health acknowledges that Employer is a governmental entity, and continuation of the Agreement is based upon the availability of public funding under its authority. In the event Employer fails to appropriate funds or make monies available for any fiscal year covered by the term of this Agreement for the Services to be provided, Employer agrees to provide Premise Health with at least ninety (90) days written notice of such non-appropriation. Following such notice, this Agreement shall be terminated on the last day of the fiscal year for which funds were appropriated or monies made available for such purposes and such termination shall not be a breach of this Agreement.

9. Section 5.01 shall be removed in its entirety from the Agreement and replaced with the following:

5.01 Notice. All notices and other communications permitted or required pursuant to this Agreement shall be in writing, addressed to the party at the address set forth below or to such other address as a party may designate from time to time. All notices and other communications shall be (a) mailed by certified or registered mail, return receipt requested, postage pre-paid, (b) by electronic mail, or (c) personally delivered. Notices mailed pursuant to this Section 5.01 shall be deemed given as of three days after the date of mailing and notices personally delivered or sent by electronic mail shall be deemed given at time of receipt. Notices shall be sent to the following:

City of Huntsville

Premise Health Employer Solutions,
LLC

Kimon Washington
City of Huntsville Health and Wellness Center
Health Employer Solutions

Legal Department
Premise

P.O. Box 308
Huntsville, AL 35804
Kimon.Washington@huntsvilleal.gov

5500 Maryland Way, Suite 120
Brentwood, TN 37027
Legal@premisehealth.com

10. Section 5.07 shall be removed in its entirety from the Agreement and replaced with the following:

5.07 Successors and Assigns. The Parties agree that Premise Health may assign its rights and delegate the Services hereunder to an affiliate or Affiliated P.C. (defined as a professional corporation, professional association, or similarly structured legal entity, duly qualified in the state where each Health Center is located with which Premise Health or one of its subsidiaries maintains a management services agreement), or in connection with a sale, merger, acquisition, reorganization, or by operation of law without the prior written consent of Client, provided that any successor in interest shall be financially able to provide Services without material negative impact on Client. In the event of an assignment to any organization not under common control with Premise Health for which consent by Employer was not given, Employer shall have the right to terminate this Agreement for convenience upon providing Premise Health with at least ninety (90) days written notice of such termination.

11. Exhibit A shall be removed in its entirety from the Agreement and replaced with the Exhibit A attached to this **Amendment No. 2**.

12. Exhibit B shall be removed in its entirety from the Agreement and replaced with the Exhibit B attached to this **Amendment No. 2**.

13. Exhibit C shall be removed in its entirety from the Agreement and reserved for potential future use.

14. Exhibit E shall be removed in its entirety from the Agreement and reserved for potential future use.

15. Exhibit F shall be removed in its entirety from the Agreement and replaced with the Exhibit F attached to this **Amendment No. 2**.

16. Section D of Exhibit H shall be removed in its entirety from the Agreement and replaced with the following:

All Premise Health coverage required hereunder will be provided by carriers having a minimum A.M. Best Rating of no less than A-, with a Financial Strength Rating of no less than VIII, *provided, however*, that certain primary layer Premise Health coverage required hereunder will be provided through Green Hills Insurance Company, a non-rated Vermont-domiciled Risk Retention Group (NAIC #11941)) principally owned by Premise Health, its subsidiaries and affiliates. All insurance carriers used by Premise Health will be licensed and qualified to do business in the

state in which the Health Center is located. Any excess (umbrella) coverage to the primary layer carrier will have a minimum A.M. Best Rating of no less than A-, with a Financial Strength Rating of no less than VIII.

17. Exhibit L shall be removed in its entirety from the Agreement and replaced with Exhibit L attached to this **Amendment No. 2**.

18. Exhibit M shall be removed in its entirety from the Agreement.

19. Effect of Amendment. Except as specifically amended hereby, all of the terms of the Agreement shall remain in full force and effect. To the extent that there is any conflict or inconsistency between this **Amendment No. 2** and the Agreement, this **Amendment No. 2** shall govern and control.

20. Authority. The Parties hereby represent and warrant that they have all necessary and required power and authority to enter into this **Amendment No. 2** and that the execution and delivery of this **Amendment No. 2** by the Parties has been duly authorized by all requisite corporate action. When executed and delivered, this **Amendment No. 2** shall be valid and binding upon the Parties.

21. Counterparts. This **Amendment No. 2** may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages may be executed by signature or electronic mark and the executed pages may be delivered using PDF or other similar file types transmitted by electronic mail, cloud-based server, e-signature technology, or other similar electronic means and neither Party shall contest the validity of any properly delivered signature or mark.

IN WITNESS WHEREOF, the Parties have executed this **Amendment No. 2** by and through their respective representatives to be effective as of the **Amendment No. 2** Effective Date.

City of Huntsville, AL

Premise Health Employer Solutions, LLC

By: _____

By: William D. Wright

Name: _____

Name: William D. Wright

Title: _____

Title: General Counsel and Secretary

Date: _____

Date: 8/17/23

LEGAL
REVIEW

EXHIBIT A

STATEMENT OF WORK

This Statement of Work and the Schedules attached to this Statement of Work and incorporated herein by this reference (collectively, the “SOW”) are effective as of October 1, 2023 and attached to, made a part of, and governed by the Master Services Agreement, effective September 10, 2020 by and between the City of Huntsville, AL (“Client”) and Premise Health. To the extent that there is any conflict between the terms of this SOW, any other SOW, and the Agreement, the Parties agree that the terms of this SOW will govern. All capitalized terms used in this SOW that are not otherwise defined herein will have the meanings assigned to them in the Agreement.

ARTICLE I LOCATIONS AND SERVICES OFFERED BY LOCATION

Premise Health operates the City of Huntsville Health and Wellness Center (a “Health Center”) at the following location(s):

- 2227 Drake Ave, Suite 26, Huntsville, AL 35805

Premise Health provides the products and services listed below:

Products & Services	Wellness Center	Assisted Virtual
Primary Care Schedule 1	X	X
DOT Physical Exams Schedule 2	X	N/A
Drug & Alcohol Testing Schedule 3	X	X
Health Risk Assessment Schedule 4	X	X
Laboratory Services Schedule 5	X	X
Pediatrics Schedule 1, Section 1.6	X	X
Pre-Employment Physicals Schedule 6	X	X
Provider Dispensing Schedule 7	X	N/A
RX Home Delivery Schedule 8	X	X

Vaccines: Influenza Schedule 9	X	X
Vaccines: Other Schedule 10	X	X
Virtual Primary Care Schedule 11	X	X
Wellness Coaching Schedule 12	X	X

ARTICLE II
DAYS AND HOURS OF OPERATION

Services are provided Monday through Saturday excluding Client holidays. Hours of operation are set forth below, or as mutually agreed to by the Parties from time to time.

Core Services	Wellness Center	Assisted Virtual
Virtual Primary Care	24/7	
All Other Services	Monday 6:30a - 6p Tuesday 7a - 5p Wednesday, Thursday 7a – 6p Friday 7a - 4:30 Saturday 8a -12p	Monday 6a - 3p Wednesday 8a - 5p

ARTICLE III
STAFFING MODEL

The Health Center is staffed with Premise Health Personnel, as described in the table below and in the Budget, included as Exhibit B. Updates to the staffing table may occur from time to time and will be updated in the Budget. All clinical staff members are appropriately licensed or certified, as applicable, to perform the functions of the positions for which they were hired.

Locations are staffed with Premise Health Personnel as detailed below.

Positions	FTEs
Physician	1.4 FTEs
Nurse Practitioner	1.1 FTEs
Registered Nurse	2.0 FTEs
Licensed Practical Nurse	2.0 FTEs

ARTICLE IV ELIGIBILITY

The table below identifies the eligible Participants for each Service. “Participants” may include, Employees, Dependents, Retirees, and Prospective Employees as defined below in Section 4.1 and 4.2.

Products & Services	Wellness Center	Assisted Virtual
Primary Care Schedule 1	Employees, Dependents, Retirees	Employees, Dependents, Retirees
DOT Physical Exams Schedule 2	Employees, Prospective Employees	N/A
Drug & Alcohol Testing Schedule 3	Employees, Prospective Employees	Employees, Prospective Employees
Health Risk Assessment Schedule 4	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Laboratory Services Schedule 5	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Pediatrics Schedule 1, Section 1.6	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Pre-Employment Physicals Schedule 6	Prospective Employees	Prospective Employees
Provider Dispensing Schedule 7	Employees, Dependents, Retirees	Employees, Dependents, Retirees
RX Home Delivery Schedule 8	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Vaccines: Influenza Schedule 9	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Vaccines: Other Schedule 10	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Virtual Primary Care Schedule 11	Employees, Dependents, Retirees	Employees, Dependents, Retirees
Wellness Coaching Schedule 12	Employees, Dependents, Retirees	Employees, Dependents, Retirees

4.1. Current employees of Client, Elected and Appointed Officials, and eligible COBRA participants (“Employees”) and eligible dependents of Employees where such dependent participates in Client’s medical plans (“Dependents”), Retirees of Client who participate in Client’s medical plan, (“Retirees”) are eligible for health center services.

4.2. Prospective Employees in the application process for a potential position to work at Client premises (collectively, “Prospective Employees”) are eligible for DOT physicals, urine drug & alcohol testing, and pre-employment physicals.

ARTICLE V

CORPORATE SUPPORT SERVICES

Premise Health corporate infrastructure and management teams support the operations of all Services included in this SOW.

5.1. Clinical and Operations Management.

(a) Premise Health Personnel conduct quarterly onsite visits to support the onsite Client team, attend business reviews with Client, and align with Client’s expectations. Regional Operations leadership will conduct a telephone interview with Client contacts at least once per calendar year to assess satisfaction. Additionally, Client contacts will be invited to participate in an annual Client Satisfaction telephone interview conducted by a third party.

(b) Company support of the onsite Premise Health Personnel includes training and guidance on corporate practices and information systems, performance oversight, and adherence to professional practice standards.

(c) Premise Health will maintain a safe and compliant environment, including the provision and maintenance of equipment, supplies, and inventory.

(d) Premise Health will administer a Participant satisfaction survey. An alternative electronic or paper survey will be employed with other platforms. Client will receive aggregate results and benchmarking metrics.

5.2. Technology.

(a) Electronic medical record platform for health centers provides clinical and operations workflow integration and Participant engagement functionality with real-time access to tools and resources.

(b) Onsite technology hardware is acquired and maintained by Premise Health on behalf of Client and is owned by Client. Replacement of hardware and technology licenses will be billed as incurred at the commencement of the third year of the Agreement or as needed and approved by Client. In any event, Premise Health shall include any known or anticipated costs in the annual budget to be provided to Client.

ARTICLE VI REVENUE CYCLE MANAGEMENT

Revenue Cycle Management (“RCM”) is an integral part of the Participant experience. Premise Health is responsible for quality, KPI performance, and financial management of Services related to charge capture. RCM is responsible for the following:

6.1. Implementation, account management, coding, and ongoing support services.

(a) Provide in-depth consultation services to determine the appropriate system set-up to ensure the client specific benefits function, as appropriate for a seamless member experience, which can include one or all the following functions for new and existing implementations:

i. Determine appropriate practice management system set-up for service offerings

1. Benefit plan design set-up and implementation for each employer sponsored plan.
2. Determine services client will cover at no cost to members, if applicable.
3. Develop a fee schedule to be used in conjunction with member services.
4. Provide support for periodic updates based on Client Benefit Plan design and Payor changes.

(b) Provide dedicated account management team for ongoing client and operational support

i. Review, report, and advise on clinical and health center operations impacting charge capture, data integrity, account receivables (AR), or other RCM- related functions to strategically minimize rework, enhance the member experience, and drive operational efficiencies.

1. Provides work queue support and guidance related to charge review, claim edits, and/or denials.

(c) Perform quality coding reviews/audits in conjunction with ongoing coding education.

1. Coding education provided by certified coders.
2. Monitor and resolve coding edit and coding denial work queues to ensure data integrity.

6.2. Administration.

- (a) Apply charge edits and manage system work queues to meet coding and/or billing requirements and to ensure the integrity of the data for each encounter.
- (b) Perform periodic updates based on client benefit plan design and payor changes.
- (c) Should client request that Premise Health update fee schedules, develop integration with additional third-party administrators or payors (including non-employer sponsored insurers), or conduct billing or revenue cycle management activities not in accordance with onsite industry best practices or included in this SOW, additional fees may be applicable.

ARTICLE VII LABORATORY CONSOLIDATION AND BILLING

Premise Health provides one Client-billed account per lab vendor. Client will be billed at pass-through cost with no additional markup.

ARTICLE VIII REPORTING AND RETURN ON INVESTMENT

Health Center reporting is provided on a monthly and quarterly basis via the EMR platform. Monthly reports include metrics regarding Participant experience. Quarterly reports build on the monthly report and add Return on Investment (ROI) and clinical outcome metrics. ROI analyses are available after 4 full quarters of operation. A full year of operation allows for a more complete dataset which will reflect in the per member per year savings.

ARTICLE IX FACILITY AND RESOURCE MANAGEMENT

9.1. Premise Health furnishes all personnel, materials, and supplies required to provide the Services, except as specifically identified below. Client-provided facilities or materials are provided on a rent-free, non-interference basis. Client provides the facility for operations and utilities. The fixtures, furniture, and equipment deemed medical furniture and/or equipment is procured and provided by Premise Health, including, without limitation, computer hardware, scanner, printer, computer, medical supplies, nursing station supplies, medical refrigerator, medications, phlebotomy chair, lab equipment and supplies, exam room supplies, patient side chair and exam table, stool, OSHA approved garbage cans, and electronic hardware. Client procures all furniture and fixtures considered office furniture, including, without limitation, chairs, tables, and décor for the waiting room, office task chairs, desks, guest chairs, shelving, sofa, tables, and décor

for the consultation rooms. Premise Health provides recommendations to Client regarding improvements to the design and operation of the facilities and acquisition of any additional items, as applicable. Maintenance and replacement of fixtures, medical furniture, and equipment is managed by Premise Health. The facilities are and remain the property of Client. Premise Health informs Client, on an ongoing basis, of any utilities, building services, and supplies Premise Health believes are reasonably necessary for the operation of the facilities or the performance by Premise Health of its obligations pursuant to this SOW and any necessary maintenance and repair of the facilities.

9.2. Premise Health establishes and maintains accounts for the destruction of biomedical and hazardous waste. Premise Health establishes and maintains processes for the archival, retrieval, and destruction of medical records.

9.3. Client provides the following utilities and services to include:

(a) Telephone Connections.

(b) Security Services. Client provides secure access to the Health Center. Access is granted only to Premise Health staff members working in the facility and the personnel deemed necessary by Client to perform maintenance and facility services. Client is responsible for installing key locks on doors. Premise Health is responsible for installing IT cabinet locks. No Client employee shall be granted access to the Premise Health IT cabinet. Premise Health is responsible for retaining keys after facility turnover.

(c) Janitorial Services. Client provides daily housekeeping services through its vendor in accordance with cleaning protocols reasonably agreed by Client and Premise Health. Determination of the cleaning schedule is arranged between Premise Health and Client.

(d) Operational Utilities. Client provides all utilities necessary to operate this facility, specifically including electrical, water, sewerage, and HVAC.

(e) Facility Maintenance. Client provides maintenance from a facilities standpoint. This includes maintenance of operational utilities and trash, among other things.

(f) Office Furniture and Maintenance. Client provides and owns all office furniture needed to support the staff and projected expansion of staff in the future.

(g) Weather Maintenance. Client is responsible for all weather-related removal of snow, ice and weather-related facility needs.

ARTICLE X ENGAGEMENT MARKETING

Premise Health will develop a marketing plan specifically focused on Client's scope of Services. Such marketing plan is designed to reach all Participants who are eligible to receive the Services.

Schedule 1 to Exhibit A

Primary Care

Primary Care provides Participants with comprehensive, coordinated care across Premise Health services and other Client-offered health programs. For Participants who elect to use the Health Center as their primary care provider, Premise Health Personnel will serve as the point of entry into the healthcare system and act as the ongoing coordinator for healthcare services.

1.1. Quality of Care. Quality of Care. Premise Health offers multi-site accreditation through the Accreditation Association for Ambulatory Health Care (“AAAHC”), the accrediting body for ambulatory care, related to quality, safety, and efficiency. The Premise Health quality program is compliant and validated with AAAHC.

1.2. Preventive Services. Preventive services include:

- (a) Performing annual physicals and well-woman exams, the latter as more fully described in **Section 1.5**.
- (b) Assessing gaps in preventive care during routine visits.
- (c) Biometric screening (**Schedule 1, Section 1.10**), **influenza vaccinations (Schedule 9)**, and other vaccine administration (**Schedule 10**).

1.3. Health Risk and Condition Management. Health Risk and Condition Management (HRCM) is provided in conjunction with annual preventive and routine visits to the Health Center Providers incorporate the following scope in their practice:

- (a) Developing a broad-based assessment of the Participant and family’s medical history, mental health and substance use history, family/social/cultural characteristics, communication needs, behaviors affecting health, social functioning, and social determinants of health.
- (b) Identifying active health problems, allergies and prescription/OTC medications and herbal supplements and review for contraindications and interactions.
- (c) Managing appropriate chronic conditions with the goal of condition improvement and reversal and assesses/addresses Participant response to medications and barriers to adherence.
- (d) Addressing health risks, *e.g.*, obesity, diet, tobacco, and compliance with treatment plans, medication adherence, and self-monitoring strategies.
- (e) Providing ongoing support and mitigation of health issues between visits based on data directed by Participants.

(f) Providing Participant interventions and decision support including disease process-specific materials including potential complications, self-monitoring tools, such as blood pressure, glucose or dietary tracking, medication adherence.

1.4. Acute/Urgent Care. Acute-Urgent care includes:

(a) Providing acute care, symptom treatment, and health management in the Health Center, and where technology is enabled, care may be provided virtually to established Participants during established operating hours. The criteria for virtual care may be changed by mutual consent of the Parties.

(b) Utilizing a Registered Nurse to chaperone a virtual visit (“Satellite visit”) to connect to a Provider at another location in the same state and time zone. A satellite visit allows the registered nurse who is present to take the Participant’s blood pressure, temperature, etc. and communicate with the remote provider.

(c) Providing comprehensive evidence-based management programs for acute disease states including, but not limited to, community acquired pneumonia, otitis media, sinusitis, rhinitis, and pharyngitis.

(d) Performing medical treatments and minor surgical procedures, *e.g.*, nebulizer treatments, laceration repair, punch and excisional biopsy, cryotherapy.

(e) Prescribing, administering, and monitoring ongoing medications, leveraging e-prescribing functionality, history of prescriptions from community providers, and accessing applicable formulary information that includes less expensive alternatives, generics, and copay information before writing the prescription.

1.5. Women’s Health. Specialized primary care services are available for women.

(a) Providing preventive screenings and services. Preventive exams and counseling services include breast cancer screening by clinical breast examination and referral for mammography or coordination with third parties as appropriate, pelvic exam and cervical cancer screening, sexually transmitted disease (STD) testing and counseling, family planning, preconception counseling, pregnancy testing, and screening for domestic violence and appropriate resource/referral engagement.

(b) Providing contraception planning services in collaboration with Participants to meet current and future contraception needs. Providers help identify a contraception method, provide counseling on contraceptive efficacy, safety, side effects, cost, and convenience, provide contraception prescriptions and procedures, and monitor Participants for safety and side effects.

(c) Providing hormonal replacement therapy (HRT) for the relief of symptoms associated with menopause. Providers consider a Participant’s cardiovascular and breast cancer

risk and encourage Participant involvement in decision-making. Discussion involves review of HRT efficacy, safety, access, side effects, cost, and convenience.

(d) Providing education with materials on various women's health topics, including, breast self-awareness through breast self-exams, clinical breast exams, and annual mammography for early breast cancer detection. Participants are also provided with resources on cervical cancer screening, STD testing, and domestic violence.

1.6. Pediatric Care. Routine preventive (well-child) care is provided by Premise Health for eligible children 3 years and older, including:

(a) Performing scheduled periodic assessments of growth and development to determine if a child is growing and functioning in accordance with established milestones.

(b) Performing nutritional assessments to determine if a child's diet is sufficient for health maintenance and proper growth and development.

(c) Delivering immunizations in accordance with guidelines from the CDC's Advisory Committee on Immunization Practices (ACIP).

(d) Providing counseling and instruction to parents.

1.7. Referral Management. Participants are referred to appropriate specialists and inpatient hospitals as medically appropriate and aligned with Client's health plan quality networks.

(a) Developing relationships with local primary care providers and specialists to facilitate access and clinical information exchange, *e.g.*, reason for the referral, required timing, Participant's demographic data, test results and care plan.

(b) Tracking referrals electronically through receipt of summary from community provider and following up on overdue reports.

1.8. Laboratory Services. Premise Health provides clinical laboratory services that includes Point-of-Care laboratory testing as well as test collections for offsite processing by Premise Health vendor laboratories, as more fully described in **Schedule 5 to Exhibit A.**

1.9. Lifestyle Medicine. Primary Care incorporates a lifestyle medicine approach to address modifiable behaviors, including nutrition, movement, sleep, stress/emotional wellbeing, substance use, hydration and getting outdoors. Premise Health clinicians employ basic wellness coaching strategies to promote behavior change including the following:

(a) Incorporating a lifestyle assessment with the standard Participant history and intake process and integrate data as discrete elements in the Participant's medical record.

(b) Using Participant-reported lifestyle and health behaviors to support meaningful interventions at the point of care and enable the care team to deliver targeted care plans that incorporate lifestyle medicine.

(c) Using Participant-reported lifestyle and health behaviors to identify and optimize outreach to bring Participants to the Health Center or to engage them virtually.

(d) Promoting use of technology to support wellness goals with personal tracking devices, e.g., fitness, glucose monitoring and scales that are compatible with the electronic medical record platform.

(e) Providing customized content to Participants based on best practices.

1.10. Biometric Screening. Premise Health performs biometric screening by appointment during the year in the Health Center. Scope includes:

(a) Providing biometric screening tests that include lipid panel, glucose, blood pressure, height, weight, waist circumference, and body fat percent.

(b) Referring Participants with abnormal biometric screening results to onsite providers or to community providers.

(c) Providing Client with utilization reports with de-identified data, except when results are tied to qualification for incentive programs.

1.11. Health Promotion and Health Education Services. Scope includes the following:

(a) Providing both targeted, real-time education and content relevant to sub-populations, including leveraging “teachable moments” at screenings, e.g., blood pressure screenings, clinic biometric screenings, and other health education programming.

(b) Providing targeted and vetted health content on demand in the portal.

(c) Supporting Client’s wellness programs including promotion, referrals, and content delivery in conjunction with other vendor partners.

1.12. Emergency Response. Premise Health will plan and implement a medical emergency response plan in the Health Center to address injuries or illnesses that are acute and pose an immediate risk to the life or long-term health of Participants.

(a) Stabilizing the condition of Participants that need emergent care and transfer to the appropriate healthcare setting.

(b) Collaborating with site safety liaisons for disaster planning and collaborating

with the Client's emergency responder team.

Schedule 2 to Exhibit A **DOT Physical Exam**

Commercial Motor Vehicle Certification. Premise Health provides certified medical examiners for the physical examination of holders of a Commercial Driver's License who operate Commercial Motor Vehicles, *e.g.*, trucks, tractor trailers, and buses, pursuant to the Motor Carrier Safety Improvement Act of 1999 (49 U.S.C 113). Medical examiners are certified by the U.S. Department of Transportation's Federal Motor Carrier Safety Administration ("FMCSA") and are listed on the National Registry of Certified Medical Examiners. The professional background of a licensed medical examiner includes, but is not limited to, Doctor of Medicine (MD), doctors of osteopathy (DO), physician assistants (PA), advanced practice nurses (APN), and Doctor of Chiropractic (DC). Premise Health's scope includes:

- (a) Performing FMCSA medical examinations pursuant to 49 CFR 391.41 (b) (1-13) and advisory/other criteria and medical guidelines published by the FMCSA.
- (b) Furnishing one copy of the results to the Participant who was examined, and as appropriate, a Medical Examiner's Certificate valid for a period of 24 months or earlier when it is desirable to monitor a condition, such as high blood pressure.
- (c) Entering results in the FMCSA Registry.

Schedule 3 **Drug and Alcohol Testing**

Premise Health administers Department of Transportation ("DOT") regulated and non-regulated urine drug testing for pre-employment, post-offer, post-accident/injury, reasonable suspicion, random testing, return-to-duty and follow-up pursuant to Client's Drug Testing Policy. Non-negative results are reported to a Premise Health Medical Review Officer (MRO) who will review urine drug screen results of commercial drivers covered by the DOT's Federal Motor Carrier Safety Administration ("FMCSA"); will register with the FMSCA Clearinghouse and will enter all positive urine drug screen test results and refusals into the FMSCA Clearinghouse as required.

(b) Breath Alcohol Testing. Premise Health administers Breathe Alcohol Testing ("BAT") for reasonable suspicion, random testing, and follow-up pursuant to Client's Drug Testing Policy. Testing will be performed by a trained breath alcohol technician. The breath alcohol testing will be conducted by employees who have met the training requirements under 49 CFR Part 40.213

Schedule 4 to Exhibit A **Health Risk Assessment**

Premise Health provides a Health Risk Assessment (HRA) that is GINA compliant and NCQA HIP I vendor credited. The HRA can be integrated with the tools used by Premise Health providers creating teachable moments and opportunities for further referrals or program recommendations.

Schedule 5 to Exhibit A **Laboratory Services**

Premise Health provides clinical laboratory services which includes Point of Care (“POC”) laboratory testing as well as test collections for offsite processing by Premise Health vendor laboratories.

1.1 Point of Care Testing. POC tests are performed under a Clinical Laboratory Improvement Amendments (“CLIA”) Certificate of Waiver.

1.2 Vendor Laboratories. Laboratory tests are processed by a national clinical laboratory. Premise Health will:

- (a) Provide blood and specimen collection for routine studies and follow up monitoring for onsite providers and wellness programs,
- (b) Track completion of lab draws for testing ordered by community providers.
- (c) Notify Participants of abnormal results, document results, and schedule follow up and referral as appropriate for those labs ordered by a Premise Health provider.
- (d) Perform required occupational surveillance studies (*e.g.*, mercury, lead) and toxicology testing (*e.g.*, hair or urine drug screening and confirmation), as required by the Client, Department of Transportation, Federal Aviation Administration, and others.

Schedule 6 to Exhibit A **Pre-Employment Physicals**

Premise Health provides pre-employment physical examinations. The medical testing parameters may include drug screening, visual screening (acuity, color blindness), and spirometry.

Schedule 7 to Exhibit A **Provider Dispensing Services**

Premise Health provides medications that are available to Participants at the time of the provider visit in quantities up to 90-day supply or as allowed by law, whichever is less. Medications are prescribed and dispensed by Premise Health Personnel having authority to dispense and who are licensed, if applicable, to dispense medications to their patients. Provider dispensing medication expenses are billed directly to the Client.

Schedule 8 to Exhibit A **RX Home Delivery**

Premise Health provides home delivery of medications to Clients and Participants. The Home Delivery program includes over 400 different medications.

1.1. Personnel. Providers shall mean Health Center staff authorized and licensed to prescribe medications at the time of the Participant visit.

1.2. Hours of Operation. Participant visits (each a “Visit” and collectively “Visits”) shall be provided during the normal Health Center operating hours.

1.3. Program. Participants shall schedule a Visit to see a Provider. During the Visit, the Provider may e-prescribe any needed medications, based on the Provider’s independent professional judgement, from the formulary to a home delivery pharmacy. Once filled by the pharmacy, the prescription will be shipped to the Participant’s home or other location as directed by the Participant.

1.4. Pricing. Costs are billed to the Client monthly and include the cost of the medication plus an additional \$1.50 per fill fee.

1.5. Eligibility Data and Confidentiality. Premise Health shall utilize the eligibility file information, provided by or at the direction of Client, (“Eligibility File Data”) in the provision of the Home Delivery Services, as described in this Schedule. Premise Health shall maintain the Eligibility File Data in confidence, without disclosing the same to any third party without the prior written permission of Client, unless disclosure is required for performance of the Home Delivery Services or for communication with Client’s employees, plan members, or other designees who are eligible to access the Home Delivery Services.

Schedule 9 to Exhibit A **Vaccines: Influenza**

Premise Health provides a seasonal influenza vaccination program that complies with the Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (“ACIP”).

1.1. Administration. Premise Health delivers influenza vaccine in the Health Center in conjunction with Participant visits and in campaign style in or proximal to the Health Center to identified population groups, obtaining consent from Participants, and maintaining documentation. Premise Health will advise Client on current CDC recommendations and vaccine formulation and quantity.

Schedule 10 to Exhibit A **Vaccines: Other**

Premise Health administers vaccines to help protect Participants from preventable infectious diseases, in accordance with the guidelines and schedules published by the Center for Disease

Control's ("CDC") Advisory Committee on Immunization Practice ("ACIP"). The choice of vaccines is customized to the nature of the Health Center and Participants served.

1.1. Vaccines for Adults (18+ years of age). Vaccines may be offered based on the ACIP schedule and guidelines as well as scope of work and as approved by the Client.

1.2. Vaccines for Children (ages 3 through 18 years of age). Vaccines may be offered based on the ACIP schedule and guidelines as well as scope of work, eligible population and as approved by the Client.

Schedule 11 to Exhibit A **Virtual Primary Care**

1.1 Services Offered. Premise Health will provide Participants access to 24/7 primary and acute care services. Virtual Primary Care ("VPC") includes return to work evaluations and care of an acute injury or illness, including, but not limited to, COVID-19 illness, cold, influenza, sinus infection, abdominal pain, rashes, allergies, nausea/vomiting, medication refills, and chronic condition follow up. If a Participant requests translation services, Premise Health will take reasonable steps to engage a translator to participate in the virtual health visit via telephone. Premise Health will bill Client for translation service as a pass-through expense.

1.2. Technology. VPC will be provided using video and telephonic visits via the MyPremiseHealth portal.

1.3. Laboratory Services. Premise Health arranges for clinical laboratory services which include offsite processing by Premise Health national vendor laboratories. Premise Health will order/track blood and specimen collection for routine studies at a patient service center (national lab vendor, proximate onsite, etc.). Results will be documented in Premise Health electronic medical record. Participants will be notified of abnormal results, and appropriate follow up will be scheduled as necessary.

1.4. Reporting. Premise Health will provide monthly, quarterly, and annual reporting for VPC.

1.5. Requirements. Client must provide an electronic file identifying Participants ("Eligibility File") to Premise Health for use in the delivery of VPC.

Schedule 12 to Exhibit A **Wellness Coaching**

Premise Health provides a dedicated coach-to-Participant relationship. The wellness coach is fully integrated with the care team.

1.1. Strategic Support. Premise Health wellness coaching program aligns with the Health Center scope of service, Client need, and may include educational programs as time permits.

1.2. Coaching Practice.

(a) Coaching areas include weight management, stress management, nutrition, physical activity, tobacco cessation, work/life balance, life satisfaction and health education and support (*e.g.*, health promotion programs).

(b) Coaching may occur in-person, telephonically or virtually, depending on the Participant's proximity to the coach and personal preference.

(c) Coaching documents include coaching agreement; lifestyle assessment; and wellness vision.

1.3. Reporting. Client reports include total number of coaching sessions, enrollment by program area, and pre/post lifestyle assessment measurements.

EXHIBIT B BUDGET



2023-2026 City of Huntsville PC Client Budget

8/17/2023

HEALTH CENTER

	October 2022 - September 2023	October 2023 - September 2024	October 2024 - September 2025	October 2025 - September 2026
Employee Count		2,500	2,500	2,500
Labor	795,082	1,036,677	1,095,369	1,158,496
Variables/Management Fee	811,692	780,390	806,169	834,322
*Variable costs est. on last 12 months of Operation.				
TOTAL ANNUAL COST	1,606,774	1,817,067	1,901,538	1,992,819

- ◆ Salaries are projected to increase 3% for 2023-2024 year and 5% in subsequent years.
- ◆ IT Hardware Refresh and Flu vaccine is not included in the above budgets; these categories will be billed as pass through.
- ◆ Budgets for 2024-2026 are projections; budgets are reviewed annually.

EXHIBIT F
CLINIC LAYOUT

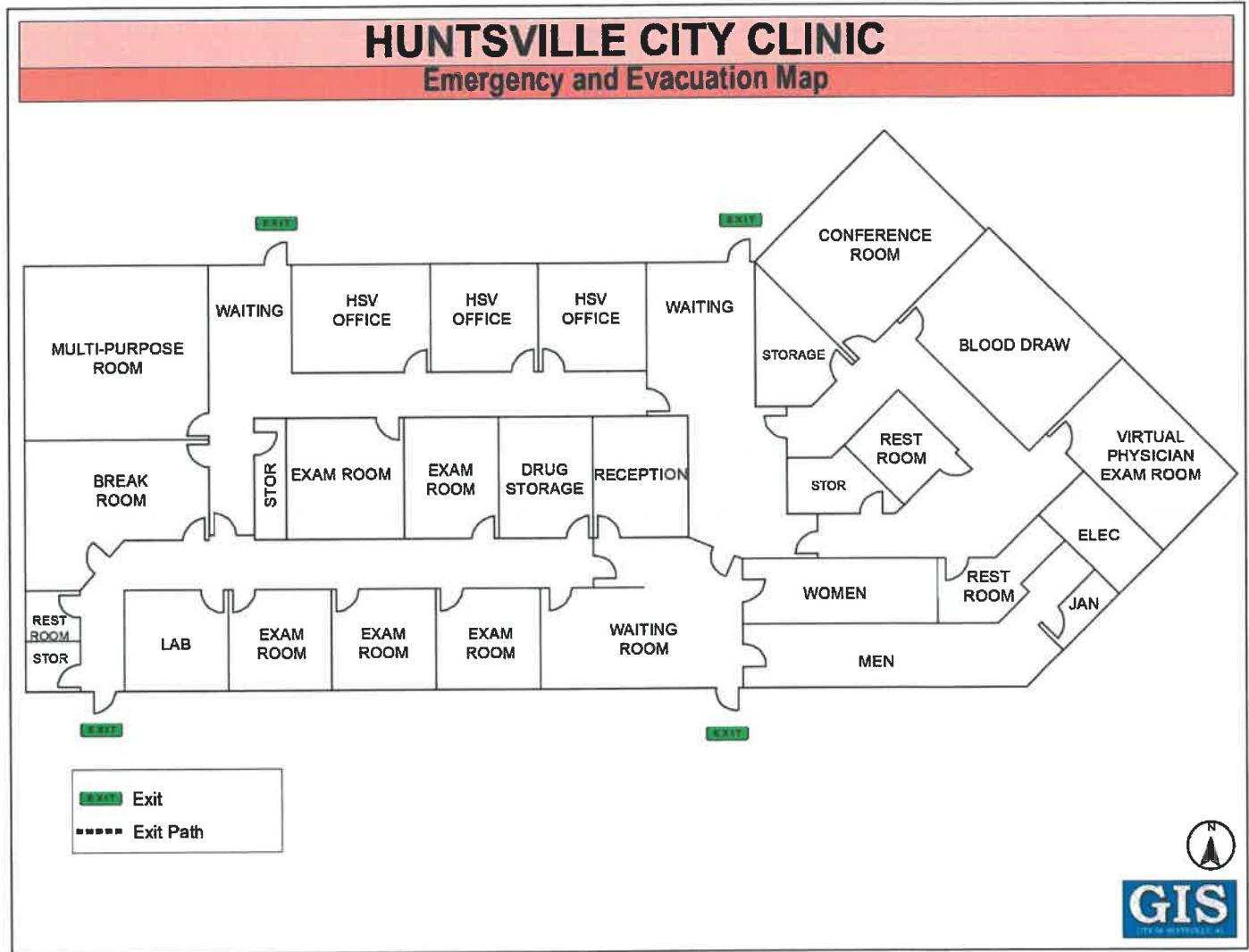


EXHIBIT L
JOB DESCRIPTIONS



JOB DESCRIPTION

System Job Title: Physician

System Job Code: 05004

Position Title:	Physician	Job Family:	Field - Physician
FLSA Exemption Status:	Exempt	Approval Date:	May, 2018

PURPOSE OF THE POSITION

Provides direct medical care to client team members in an outpatient setting.

ESSENTIAL JOB FUNCTIONS

- Provides episodic, preventive, and acute health care to patients.
- May provide occupational health services (i.e., post-offer physicals, occupational surveillance exams, medical monitoring, return to work exams and Worker's Compensation medical guidance) in some health centers
- Conducts histories and physical examinations and prescribes medications and/or medical treatments based on best practice standards
- Develops treatment plans in collaboration with patients; educates and advises on medical issues as needed
- Provides referrals both internally and externally to appropriate medical resource or specialty
- Evaluates the effectiveness of medical care and monitors progress of patients
- Identifies emergency situations and provides care within legal scope of practice and as defined by Premise Health privileging process
- Participates in the development of annual health center goals and objectives
- Maintains medical records using (In some health centers it may be using Electronic Medical Record software)
- May formulate and administer health programs as needed
- Provides overall responsibility for the care of patients seen in the health care clinic in the absence of the Medical Leader
- May require other duties as assigned

BASIC QUALIFICATIONS

Education:



- All state licenses to practice
- Federal DEA license (matching each state of practice/oversite)
- State Narcotic/Controlled Substance license if required in your state (Alabama, Connecticut, DC, Delaware, Hawaii, Idaho, Illinois, Indiana-paperless, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Missouri-paperless, Nevada, New Jersey, New Mexico, Oklahoma, Rhode Island, South Carolina, South Dakota, Utah, Wyoming, Puerto Rico.) (New York ROPES registration)
- Current board certificate (ABMS, AMA or AOA)
- Medical Degree
- CPR (BLS for the Healthcare Provider/Professional Rescuer or ACLS-the copy must include the front and back of card as applicable) Certification must include "hands on" evaluation of skills by the trainer/instructor. Total on-line courses will not be accepted. Course must also meet the American Heart Association (AHA) standards but need not be an AHA certificate.

Experience:

- At least three years of post-residency clinical experience
- Experience in a primary care, urgent care or emergency room setting. (Occupational healthcare experience may apply in some clinics).

Knowledge and Skills:

- Knowledge of Internet software, Spreadsheet and Word Processing software
- Knowledge and experience with Electronic Medical Records preferred.
- Knowledge of workplace health and safety concepts and OSHA regulations preferred.

Work Environment:

This job operates in a clinic, office, and/or virtual setting. The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and/or traveling to our facilities, the team member may be exposed to fumes or airborne particles, virus, disease, and infection. The team member may experience traumatic situations and may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually quiet.

Physical Demands:



These physical demands are representative of the physical requirements necessary for a team member to successfully perform the essential functions of the job.

While performing the duties of this job, the team member is regularly required to talk and hear. This position is often very active and requires standing, walking, bending, kneeling, and stooping all day. The team member may be required to lift and/or move items over 20 pounds and could potentially need to remain in a stationary position and operate a computer.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for his/her job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements as set forth in the specific contract for the site may include working flexible hours including evenings, nights, and weekends. Travel for training may occasionally be required.

ADDITIONAL LOCAL NEEDS

N/A



JOB DESCRIPTION

Position Title: Nurse Practitioner

System Job Title: Nurse Practitioner

System Job Code: 10011

Department:	Primary Care/PCMH	Position Reports to:	Varies – Typically HCM, Supv NP
FLSA Exemption Status:	Exempt	Approval Date:	May, 2018

PURPOSE OF THE POSITION

The nurse practitioner (NP) uses clinical judgments in conducting health assessments making differential diagnosis, and prescribing pharmacological and non-pharmacological treatments. Plans are implemented through independent action, health counseling, and collaboration with other members of the health team. The NP is responsible for clinical oversight and health center consultation regarding administration of health care policy and procedure of the delivery of on-site health services. The NP promotes optimum health, prevents illness and injury, and manages acute and chronic health problems in the on-site setting.

ESSENTIAL JOB FUNCTIONS

- Performs physical examinations and preventive health measures within prescribed guidelines and instructions of Physician.
- Orders, interprets, and evaluates diagnostic tests to identify and assess patients' clinical problems and health care needs.
- Records physical findings, and formulates plan and prognosis, based on patient's condition. Provides written home-going instructions.
- Collaborates with Physician and other health professionals to prepare comprehensive patient care plan as necessary.
- Prescribes or recommends medications or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures.
- Refers patients to Physician for consultation or to specialized health resources for treatment.
- Maintains medical records using (In some health centers it may be using Electronic Medical Record software).
- Educates and coaches nursing staff on best nursing practices.
- May require other duties as assigned.



BASIC QUALIFICATIONS

Education:

- All RN licenses/certificates to practice
- All nurse practitioner licenses/certificates to practice
- State Prescriptive Authority (if applicable)
- Federal DEA license (matching each state of practice as applicable)
- State Narcotic/Controlled Substance license if required in your state (Alabama, Connecticut, DC, Delaware, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Nevada, New Jersey, New Mexico, Oklahoma, Rhode Island, South Carolina, South Dakota, Utah, Wyoming, Puerto Rico) (New York ROPES registration)
- Current national certification (ANCC or AANP required)
- Master Degree in Science of Nursing (if Master Degree in Science certificate does not state Nursing on it then a copy of transcripts is required)
- CPR (BLS for the Healthcare Provider/Professional Rescuer or ACLS-the copy must include the front and back of card as applicable) Certification must include "hands on" evaluation of skills by the trainer/instructor. Total on-line courses will not be accepted. Course must also meet the American Heart Association (AHA) standards but need not be an AHA certificate.

Experience:

- At least three years of clinical experience as a Nurse Practitioner in an ambulatory care, occupational health, family practice or emergency department setting.

Knowledge and Skills:

- Knowledge of workplace health and safety concepts and OSHA regulations preferred.
- Strong computer skills with knowledge of Internet software, Spreadsheet software and Word Processing software.
- Training skills a plus
- Demonstrated problem-solving and work flow management skills preferred.
- Knowledge and experience with Electronic Medical Records preferred.

Work Environment:

This job operates in a clinic setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this Job, the employee may be exposed to fumes or airborne particles, virus, disease and infection. The employee may experience traumatic situations. The employee may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually quiet.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee may be required to lift and/or move items over 20 pounds.

Other Duties:

Requirements as set forth in the specific contract for the site may include working flexible hours including evenings, nights and weekends. Travel for training may occasionally be required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

ADDITIONAL LOCAL NEEDS

This section should be used for specific local requirements or needs.

(Examples include: environmental conditions, physical requirements, signature level, travel etc.)



JOB DESCRIPTION

System Job Title: Physician Assistant

System Job Code: 10013

Position Title:	Physician Assistant	Job Family:	Field - NP/PA
FLSA Exemption Status:	Exempt	Approval Date:	May, 2018

PURPOSE OF THE POSITION

The Physician Assistant (PA) provides health care services to patients under direction and responsibility of Staff Physician or Site Medical Director. The PA uses clinical judgments in conducting health assessments making differential diagnosis. Plans are implemented through independent action, health counseling, and collaboration with other members of the health team. The PA promotes optimum health, prevents illness and injury, and manages acute and chronic health problems in the on-site setting.

ESSENTIAL JOB FUNCTIONS

- Performs physical examinations and preventive health measures within prescribed guidelines and instructions of Physician
- Performs therapeutic procedures such as injections, immunizations, suturing and wound care, and managing infection.
- Develops and implements patient management plans, records progress notes, provides home-going instructions, and assists in provision of continuity of care.
- Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, normal growth and development, and health maintenance.
- Orders, interprets, and evaluates diagnostic tests to identify and assess patients' clinical problems and health care needs
- Records physical findings, and formulates plan and prognosis, based on patient's condition. Provides written home-going instructions
- Collaborates with Physician and other health professionals to prepare comprehensive patient care plan as necessary
- Prescribes or recommends medications or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures
- Refers patients to Physician for consultation or to specialized health resources for treatment
- Maintains medical records using (In some health centers it may be using Electronic Medical Record software)



- May require other duties as assigned.

BASIC QUALIFICATIONS

Education:

- All state licenses/certifications to practice
- Board of Pharmacy Prescribing License (if applicable, required in NV)
- Current national certification (NCCPA required)
- Degree from ARC-PA accredited program
- Federal DEA license (matching each state of practice as applicable)
- State Narcotic/Controlled Substance license if required in your state (Alabama, Connecticut, DC, Delaware, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Nevada, New Jersey, New Mexico, Oklahoma, Rhode Island, South Carolina, South Dakota, Utah, Wyoming, Puerto Rico) (New York ROPES registration)
- CPR (BLS for the Healthcare Provider/Professional Rescuer or ACLS-the copy must include the front and back of card as applicable) Certification must include "hands on" evaluation of skills by the trainer/instructor. Total on-line courses will not be accepted. Course must also meet the American Heart Association (AHA) standards but need not be an AHA certificate.

Experience:

- At least three years of clinical experience as a Physician Assistant in an ambulatory care, occupational health, family practice or emergency department setting

Knowledge and Skills:

- Knowledge of workplace health and safety concepts and OSHA regulations preferred
- Current Certification in AHA or ARC Basic Life Support for medical provider is required Advanced Cardiac Life Support may also be required based on contract scope of services.
- Appropriate certification to write prescriptions under the authority of the Medical Leader, if allowed within state of practice
- Strong computer skills with knowledge of Internet software, Spreadsheet software and Word Processing software.
- Training skills a plus
- Demonstrated problem-solving and work flow management skills preferred.
- Knowledge and experience with Electronic Medical Records preferred.

**Work Environment:**

This job operates in a clinic setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may be exposed to fumes or airborne particles, virus, disease and infection. The employee may experience traumatic situations. The employee may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually quiet.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee may be required to lift and/or move items over 20 pounds.

Other Duties:

Requirements as set forth in the specific contract for the site may include working flexible hours including evenings, nights and weekends. Travel for training may occasionally be required.

ADDITIONAL LOCAL NEEDS

N/A



JOB DESCRIPTION

Position Title: Registered Nurse

System Job Title: Registered Nurse

System Job Code: 15020

Job Family:	Field - RN	Approval Date:	May 2018
FLSA Exemption Status:	Non-exempt		

PURPOSE OF THE POSITION

Provides nursing care to client employees and/or contractors and visitors to the health center.

ESSENTIAL JOB FUNCTIONS

- Uses nursing skills to evaluate patient care needs, prioritize treatment, and maintain patient flow.
- Conducts a nursing assessment by taking a patient history and physical assessment and by obtaining vital signs and other medical tests. Provides treatment within scope of practice as defined by state law.
- Collaborates with Physician or other Licensed Independent Practitioner to arrange for further medical treatment, when needed.
- Identifies equipment that needs repair and brings it to the attention of the lead clinician.
- Performs occupational and health screening tests as defined in site contract (EKG, audiometry, spirometry, vision).
- Conducts appropriate laboratory tests and quality control procedures.
- Documents accurately all elements of nursing assessment, treatments, medications administered, discharge instructions provided, and follow up care arranged.
- Evaluates health education/promotion needs of patients and provides necessary training and instruction.
- Identifies emergency situations and provides care within legal scope of practice.
- Administers medications and medical treatments competently as directed by a Physician or Licensed Independent Practitioner.
- Maintains medical records using (In some health centers it may be using Electronic Medical Record software).



- Maintains a clean and safe environment. Follows infection control procedures.
- Maintains patient privacy and confidential patient information.
- Participates in follow up phone calls and follow up patient visits.
- Other duties as assigned.

BASIC QUALIFICATIONS

Education:

- Certificate from an accredited Nursing School or Associates' degree (A.S.) is required. Bachelor's degree (BSN) from four-year college or university is preferred.
- Currently licensed Registered Nurse in state of practice required
- Current hands on training in AHA or ARC Basic Life Support for health care providers is required. Advanced Cardiac Life Support may also be required based on contract scope of services.
- Certification in Occupational Health Nursing, Certification in Emergency Nursing or Certificate in Case Management preferred.

Experience:

- At least three years experience as a Registered Nurse in an emergency room, occupational health clinic or other ambulatory care clinic.

Knowledge and Skills:

- Knowledge of Internet software, Spreadsheet software and Word Processing software.
- Knowledge and experience with Electronic Medical Records preferred.
- Knowledge of workplace health and safety concepts and OSHA regulations preferred.

Work Environment:

This job operates in a clinic setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may be exposed to fumes or airborne particles, virus, disease and infection. The employee may experience traumat situations. The employee may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually quiet.

**Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee may be required to lift and/or move items over 20 pounds.

Other Duties:

Requirements as set forth in the specific contract for the site may include working flexible hours including evenings, nights and weekends. Travel for training may occasionally be required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

ADDITIONAL LOCAL NEEDS

This section should be used for specific local requirements or needs.

(Examples include: environmental conditions, physical requirements, signature level, travel etc.)



JOB DESCRIPTION

Position Title: Licensed Practical (Vocational) Nurse

System Job Title: Licensed Practical Nurse

System Job Code: 15024

Job Family:	Field - LPN/LVN	Approval Date:	May, 2018
FLSA Exemption Status:	Non-Exempt		

PURPOSE OF THE POSITION

Provides prescribed medical treatment and personal care services to ill or injured client employees in healthcare clinics by performing the following duties.

ESSENTIAL JOB FUNCTIONS

- Interviews patient to determine medical problem/condition and documents in chart for physician.
- Obtains and records patient's vital signs and weight.
- Assists physician with patient examination as needed.
- Reviews physician's orders, lab requests, or follow-up needs with patient.
- Documents services performed on appropriate forms.
- Dresses wounds as instructed. Applies compresses, ice and heat packs.
- Observes patients and reports adverse reactions to medication or treatment to medical personnel in charge.
- Administers specified medication, orally or by subcutaneous or intramuscular injection, and notes time and amount on patients' charts.
- Assembles and uses clinic equipment.
- Collects samples, such as urine, blood, and sputum, from patients for testing and performs routine laboratory tests on samples.
- Sterilizes equipment and supplies.
- Cleans rooms and changes linens.
- Maintains supplies, including stocking and ordering new supplies and disposing of expired or damaged supplies.
- Responds to patient or client telephone inquiries by evaluating and responding to the patient's/client's problems and questions.
- Follows up with patients who miss appointments.



- Follows up with patients on lab results, including the scheduling of any additional tests.
- Coordinates referrals for patients through insurance and other physician offices.
- This job has no supervisory responsibilities.
- Other duties as assigned.

BASIC QUALIFICATIONS

Education:

- Graduate of National League for Nursing accredited program, Associate's degree (A.S.) and/or equivalent from two-year college or technical school.
- Licensed as a Practical or Vocational Nurse
- Current hands on Certification in Basic Life Support is required, Advanced Cardiac Life Support may also be required based on scope of contract services.

Experience:

- At least three years of clinical experience as a LPN/LVN in an ambulatory care, occupational health, or emergency department setting.

Knowledge and Skills:

- Knowledge about workplace health and safety concepts and OSHA regulations.
- Strong computer skills (Internet software, spreadsheet, word processing etc.) preferred.
- Knowledge and experience with Electronic Medical Records preferred.

Work Environment:

This job operates in a clinic setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may be exposed to fumes or airborne particles, virus, disease and infection. The employee may experience traumatic situations. The employee may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually quiet.

Physical Demands:



These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee may be required to lift and/or move items over 20 pounds.

Other Duties:

Requirements as set forth in the specific contract for the site may include working flexible hours including evenings, nights and weekends. Travel for training may occasionally be required.

ADDITIONAL LOCAL NEEDS

This section should be used for specific local requirements or needs.

(Examples include: environmental conditions, physical requirements, signature level, travel etc.)