



**COUNTY OF CARROLL**  
OFFICE OF THE COMMISSIONERS  
Administration Building  
95 Water Village Road Box #1  
Ossipee, New Hampshire 03864  
Phone 603-539-7751 • Fax 603-539-4287  
Commissioners@CarrollCountyNH.net  
www.CarrollCountyNH.net



## **Request for Proposals MEDICAL BILLING SERVICES**

### **SPECIFICATIONS**

Agreement Term: One (1) year

The Contractor will electronically create, bill, and collect for services of claims with dates of service provided by Mountain View Community nursing home. The Contractor will create and submit claims to Medicare, nurse practitioner, private insurance including billing and collection of related non-private coinsurance and deductible amounts within 15 days of complete information related to claims. The Contractor will submit timely billing and provide collections related to Medicare Part A and Medicare Part B, Medicaid, commercial insurance, coinsurance/deductible claims, nurse practitioner billing, private pay, and collections.

Contractor will perform the following:

- Charge entry
- Create and submit Medicare Part A and Medicare Part B claims
- Create and submit Medicaid claims
- Create and submit nurse practitioner claims
- Create and submit non-private Medicare coinsurance and deductible claims
- Payment posting for related claims
- Assist with the preparation and submission of quarterly balance reports
- Provide monthly reports and aging reviews
- Provide feedback to the management team regarding the facility's performance, potential documentation problems, and potential compliance issues
- Assist in preparing quarterly credit balance reports relative to claims billed
- Ensure there are monthly reports on billings, collections and aged receivables
- Assist with report generation and provide information for the cost report
- Ensure data integrity of electronic billing files
- Perform collection procedures on unpaid or underpaid claims billed
- Provide clinical review to assure Medicare A and B documentation supports claims

### **GENERAL INFORMATION**

During the evaluation process, the County reserves the right, where it may serve the County's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors of omissions. The County reserves the right to retain all quotations submitted.

At the discretion of the county, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. There is no expressed or implied obligation for Carroll County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**PROPOSAL DEADLINE**

Proposals can be mailed or delivered no later than **4:00 p.m. on October 20, 2023** to:

Carroll County Commissioners  
Attn: Medical Billing Services RFP  
95 Water Village Rd, Box 1  
Ossipee, NH 03864

Carroll County reserves the right to accept or reject all quotations without further discussion of the quotations submitted.

**DETERMINATION OF AWARD AND RIGHT TO REJECT**

Awards shall be made on the basis of the proposal which, in the opinion of the County, is in the best interest of the County and any award made will be made to the firm which, in the opinion of the County, is best qualified. The County reserves the right to reject any and all proposals submitted and to request additional information from all proposers.

**CONTACT**

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