



SCOTT COUNTY HEALTH DEPARTMENT
Administrative Center
600 W. 4th Street
Davenport, Iowa 52801-1030
Office: (563) 326-8618 Fax: (563)326-8774
www.scottcountyiowa.com/health



Public Health
Prevent. Promote. Protect.

January 31, 2014

To: Dee F. Bruemmer, County Administrator
From: Edward Rivers, Health Director

RE: Credentialing for Insurance Billing

The Health Department is in the process of becoming credentialed with public and private health insurance providers as participating providers. Once credentialed, the Department would have the ability to bill health insurance for medical services provided in our clinics. Credentialing has been described as the “cornerstone of an insurance company’s risk management; helping protect themselves, the public, and providers from fraud” (LPHA Billing Toolkit). During the credentialing process, the insurers look at information regarding the medical providers as well as the agency seeking to become a participating provider. One of the requirements is that the insurers require Social Security numbers for key individuals in the agency as well as providers.

The Department is working closely with Medical Billing Services (MBS), who is on contract with the Iowa Department of Public Health, to prepare the credentialing applications. MBS has advised that if the Board of Supervisors, without relinquishing its authority and oversight responsibilities, appoints and authorizes an individual to be in managing control of an agency, this individual can be named on the Medicare application, and Board of Health and Board of Supervisors members are not required to supply their Social Security numbers as being “the responsible” body for the Health Department. In order to accomplish this, the Board of Supervisors must submit a letter that:

- Certifies the name of the individual who will be in day-to-day Managing Control of the Agency;
- Stipulates that the Agency is legally and financially responsible for Medicare payments received (including any potential overpayments); and
- States the Agency is legally and financially responsible in the event that there is any outstanding debt owed to CMS.

This letter must be signed by an appointed or elected County official who has the authority to legally and financially bind the Agency to the laws, regulations and program instructions of the Medicare program. This individual will have to supply his/her Social Security number. In light of this requirement, we asked MBS if the Board of Supervisors could pass a resolution that authorizes you as County Administrator to sign the letter eliminating the need for any of the BOS members to provide their Social Security numbers for this process. A copy of the proposed letter, as provided by MBS, and a resolution allowing you to sign the letter are attached.

BOARD OF SUPERVISORS

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8749
Fax: (563) 328-3285
E-Mail: board@scottcountyiowa.com



**Notice of Agency Managing Control
And Financial Responsibility**

LARRY MINARD, Chair
JIM HANCOCK, Vice-Chair
TOM SUNDERBRUCH
WILLIAM P. CUSACK
CAROL T. EARNHARDT

February 13, 2014

To Whom It May Concern,

This notice recognizes that Edward R. Rivers performs day-to-day management and decision making for the Scott County Health Department (Agency). With this recognition, he is certified as being in Managing Control of the Agency as defined by the requirements and definitions of the Medicare program.

This notice also stipulates that the Agency is and will be:

- Legally and financially responsible for Medicare payments received (including any potential overpayments); and,
- Legally and financially responsible in the event that there is any outstanding debt owed to CMS.

The Scott County Health Department has been designated a Local Public Health Department per Chapter 137 of the Code of Iowa.

Agency Tax ID Number: 42-6004465
 Agency NPI Number: 1184056186
 Medical Director: Louis M. Katz, MD
 Administrator: Edward R. Rivers

Address: Scott County Administrative Center, 600 West 4th Street
Street Address
Davenport, IA 52801
City State Zip

This Notice of Agency Managing Control and Financial Responsibility is confirmed and recognized by the Scott County Board of Supervisors. Oversight responsibilities of the Agency are retained by the Scott County Board of Supervisors.

Attested to by the undersigned,

Signature

Dee F. Bruemmer
Print Name

Date

County Administrator
Title

As authorized by Scott County Board of Supervisors Resolution
Certifying Body

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 13, 2014

APPROVAL OF NOTICE OF AGENCY MANAGING CONTROL AND FINANCIAL
RESPONSIBILITY FOR THE HEALTH DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the Board of Supervisors shall submit a letter that serves as a Notice of Agency Managing Control and Financial Responsibility for the Health Department as part of the Health Department's credentialing process for billing of public and private health insurance.
- Section 2. That the County Administrator is hereby authorized to sign said letter on behalf of the Board of Supervisors.
- Section 3. This resolution shall take effect immediately.