

**40732**

**DATE:** June 9, 2014

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, MD  
Commissioner of Health

**RE:** Request authorization to enter into Contract with Susan J. Herzberg, RHIA, CCS, CCS-P, to provide professional Health Information Management services for the Westchester County Department of Health's patients clinical records and health information policy management, for the period 06/01/14 to 05/31/16, in the not-to-exceed amount of \$24,000, payable at the stated contract rates

The Westchester County Department of Health (the "WCDH") seeks authorization to enter into contract with Susan J. Herzberg, RHIA, CCS, CCS-P ("Consultant") to provide professional Health Information Management services for the Westchester County Department of Health's ("WCDH") patients clinical records and health information policy management, for the period 06/01/14 to 05/31/16, in the not-to-exceed amount of \$24,000, payable at the stated contract rates.

The previous contract was a short form and the WCDH's decision to request authorization for a two-year agreement is in the interest to retain the Consultant to maintain continuity in its health information management systems as it pertains to its clinical operations. There are several major insurance billing changes that will be implemented by the WCDH clinics over the course of the next couple of years, and having a dedicated professional to continue to build upon existing relationships with WCDH staff will greatly contribute to successful implementation of the changes.

As a certified Article 28 facility the WCDH operates various Sexually Transmitted Diseases and Tuberculosis clinics that serve its respective patients, and is required by New York State Public Health Law to ensure its medical records are maintained according to professional standards and that they comply with Federal and State Medicaid fraud prevention requirements. The WCDH is required to maintain accurate medical records that reflect proper coding and documentation of medical services provided.

This contract will serve the public health and general welfare of County residents by assisting the WCDH in addressing Health Information Management ("HIM") issues that affect the quality and safety of health care delivered to WCDH patients, and by ensuring that patient medical records adhere to medico-legal standards and federal and state guidelines for the documentation of health care services provided to patients in the department's clinics.

The overall goal of the contract is to ensure that patient medical records adhere to medico-legal standards and federal and state guidelines for the documentation of health care services provided to patients in the WCDH's clinics, and assist the WCDH in addressing complex HIM issues that affect the quality and safety of health care delivered to WCDH patients.

This will be accomplished by improving documentation and coding methods and Ambulatory Patient Group assignment, planning and implementation of the ICD-10 classification system, HIPAA compliance, guidance on effective implementation of the electronic medical record database, policy and procedure development, leading staff constructively through change, and education and training on HIM best practices.

The WCDH will track and monitor the contract deliverables through the review of the medical record audit tool, presentation of recommendations at Internal Quality Assurance Committee (IQAC) meetings, other reports and staff feedback.

This contract is exempt from the Westchester County Procurement Policy under section 3(a) viii as contracts for medical and/or health related services.

Your approval of the attached resolution is respectfully requested.

Attachment

SA/rr/dc

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/03/2014 - JOMARY VERA, SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, be it hereby

**RESOLVED,** that the County of Westchester, acting by and through its Department of Health (“WCDH”), is authorized to enter into contract with Susan J. Herzberg, RHIA, CCS, CCS-P to provide professional Health Information Management services for the Westchester County Department of Health’s patients clinical records and health information policy management, for the period 06/01/14 to 05/31/16, in the not-to-exceed amount of \$24,000, payable at the stated contract rates; and, be it further

**RESOLVED,** that this Agreement is subject to County Appropriations; and, be it further

**RESOLVED,** that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and, be it further

**RESOLVED,** that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	101	27	0010	4380-37		\$7,000 (2014)
	101	27	0010	4380-37		\$12,000 (2015)
	101	27	0010	4380-37		\$5,000 (2016)

  

Budget Funding Year(s) (must match resolution)	<u>2014-2016</u>	Start Date	<u>06/01/14</u>	End Date	<u>05/31/16</u>
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Funding Source	Tax Dollars	<u>\$15,360</u>		
	State Aid	<u>\$8,640</u>		
<b>\$24,000</b>	Federal Aid	<u>                    </u>		
(must match resolution)	Other	<u>                    </u>		