ParaRev Data Maintenance Service

Goal of the Process:

Establish a secure connection to the hospital system to facilitate the following:
- Create data downloads for the **ParaRev Data Editor (PDE)**
- Process updates to the Hospital charge master for pricing revisions
- Process updates to the Hospital charge master for coding revisions
- Access pharmacy clinical system for NDC, markup, and cost updates
- Access purchase item master for cost, markup, and charge number updates

ParaRev will have the option of installing a batch update service, usually incorporating a scripting solution, if the manual update process is determined by **ParaRev** to be too time-consuming (in excess of 5 hours per month on average)

ParaRev Deliverables:

This engagement allows **ParaRev** to access necessary tables and reporting tools to process the following within the hospital systems:
- Update recommendations from charge master reviews and CMS quarterly updates
- Update pricing Recommendations from Market Based Pricing and other pricing reviews
- Monthly coding updates from Medicare, Medicaid, and Worker's Compensation
- Process new charge items and changes to existing charge items
- Access to Medical Records for coding/claim audits
- Follow up for Accounts Receivable
- Process physician billing activities

Access Requirements:

In order to ensure secure and complete access to the hospital systems, the following should occur:
- Hospital IT will provide **ParaRev** with details needed to establish a secure portal to the hospital system
- Hospital will provide hospital security agreement letters for any **ParaRev** staff accessing the system
- Hospital will provide training for **ParaRev** staff on the hospital system
- Hospital will provide a workstation (virtual or physical) located on the Hospital's local area network (LAN). **ParaRev** will need to have the capability to install and execute custom scripting software as well as Microsoft Office Components in order to aid in the batch update process. This workstation should be excluded from maintenance windows which would interrupt long continuous large batch updates. Access to the workstation needs to be through a secure pipe – typically a secure gateway (Citrix, Remote Desktop Connection, etc.).

Fee:

ParaRev's compensation for the **ParaRev** Data Maintenance Service will be Five Hundred Eighty-Four Dollars ($584.00) per month for the services defined above, billed monthly, minimum one year of service

ParaRev's compensation for a batch update will be based on time and materials with a range of 8 – 16 hours @ $175.00 per hour for initial set-up and installation, and a range of 2 days – 2 weeks @ $175.00 per hour depending on the degree of difficulty in regards to the connectivity to the Hospital system for implementation.

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Basic PDM Questionnaire:

1. What is the name of the HIS system and the version number?

   _____

2. Are there separate TEST and PRODUCTION environments?
   ☐Yes
   ☐No

3. Is there a batch edit/menu/screen?
   ☐Yes
   ☐No

4. What is the process for **ParaRev** to obtain a User identity with sufficient permissions to change codes and prices?

   _____

5. What is the typical method for remote users to access the HIS?
   ☐Internet
   ☐Remote Desktop Connection
   ☐Other (please explain)   _____

6. Do you have a secure gateway available for **ParaRev**'s use? (Citrix, Remote Desktop Connection, etc.)
   _____

7. Is there a WAN client software option?
   ☐Yes
   ☐No

8. **ParaRev** will require a dedicated hospital Project Manager and IT resources available for this project- what is the name and contact information of the dedicated project manager?

   _____

9. When is your targeted pricing implementation date? (**ParaRev** requires the final data file be approved a minimum of two weeks prior to the implementation date)

   _____

10. **ParaRev** may install software on a desktop or virtual machine located on the Hospital's network to allow for faster processing- what concerns and issues will need resolved prior to that implementation?

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