



ATTACHMENT 4

MANDATORY REQUIREMENT CERTIFICATION

CERTIFICATIONS:

- _____1. Bidder has completed the attached Appendix T, Vendor Security Survey. Appendix T, and any substantiating documents, even if included or referenced elsewhere in a bidder's response, must be submitted as one file and labeled separately in the electronic copy.
- _____2. Bidder is registered with the New York State Workers' Compensation Board as a Diagnostic Testing Network and must remain in compliance with all Board requirements.
- _____3. Bidder certifies that they understand and will comply with all New York State Workers' Compensation law and Workers' Compensation Board regulations and any changes made during the term of any resulting contracts.
- _____4. Bidder certifies that they understand and will comply with the NYS Medical Treatment Guidelines when diagnostic examinations and tests are requested for, including but not limited to, all body parts and diagnoses covered by the NYS WCB Medical Treatment Guidelines.
- _____5. Bidder certifies that diagnostic examinations and tests will be performed by licensed medical providers who are Board authorized at the time the diagnostic examination or test is performed.
- _____6. Bidder certifies that they will notify NYSIF immediately if an owner/partner/officer is convicted, pleads no contest, or enters into a consent agreement concerning misdemeanor/felony infractions.
- _____7. Bidder certifies that bills will be submitted to NYSIF using a NYSIF-contracted eBilling vendor. (Section 2.5., "Cost/Invoicing," for additional information).
- _____8. Bidder certifies that in-network providers will be paid for the diagnostic services provided when NYSIF has paid the bidder for those billed services.
- _____9. Bidder certifies that inquiries by NYSIF regarding payment by bidder to in-network providers for services paid by NYSIF to bidder will be responded to, with documentation, within 2 working days.
- _____10. When the Bidder receives a referral that cannot be fulfilled within the requirements of the contract, the bidder will provide written/email communication to the case manager within one business day.

- _____ 11. Coverage: Bidders, in compliance with 12 NYCRR §325, has sufficient affiliated network providers located statewide, such that diagnostic examinations and tests performed within New York State are performed at a location within twenty-five (25) miles of the claimant's residence or place of employment, except for the following localities:
- a. Within the City of New York within five (5) miles of the claimant's residence or place of employment;
 - b. Within the Cities of Albany, Buffalo, Niagara Falls, Rochester, Schenectady, Syracuse, Troy, and Yonkers within ten (10) miles of the claimant's residence or place of employment;
 - c. Within the counties of Nassau, Rockland, Suffolk, and Westchester within fifteen (15) miles of the claimant's residence or place of employment.

Notwithstanding the general and specific distances between the network provider's location and the claimant's residence or place of employment mentioned above, the Bidder must have sufficient affiliated network provider locations such that travel time between the claimant's residence or place of employment and the location of the affiliated network provider does not exceed one (1) hour.

- _____ 12. Coverage: Bidders, in compliance with 12 NYCRR §325, has sufficient affiliated network providers located statewide, such that diagnostic examinations and tests performed within New York State are performed at a location within the parameters above within five (5) business days of the earlier of the date of the treating medical provider's request or, if the requested diagnostic examination or test cost more than \$1,000 and is not on the list of pre-authorized procedures set forth under the NYS Medical Treatment Guidelines, the date NYSIF approves the request
- _____ 13. HIPAA: The Contractor shall, at all times in the performance of this contract, ensure that it maintains compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1966 and Balanced Budget Act of 1997 governing the protection of patient information. Examinations and tests must be performed in strict adherence to Workers' Compensation Board Rules and Regulation as well as NYSIF specific policies. NYSIF reserves the right to remove a physician or network provider at its discretion.
- _____ 14. Bidder will only submit a proposal under a single FEIN/Tax ID number.
- _____ 15. Bidder affirms and agrees that invoices will not be paid should they be received under alternate FEIN/Tax ID numbers such as a subsidiary entity, that do not match the FEIN/Tax ID number used in the submission of the bid proposal.

- _____ 16. In the event an affiliated network provider is paid directly by NYSIF for a diagnostic examination or test that was scheduled through the Bidder, the Bidder will refund to NYSIF the difference, if any, between the amount paid to the affiliated network provider and the Bidder’s contracted fee.

- _____ 17. Bidder is willing to enter into a non-disclosure agreement (hereinafter “NDA”) with NYSIF. NDA is attached as Attachment 3. The NDA will be required after an award has been issued to the Bidder

- _____ 18. Bidders certifies that a quarterly report will be provided, in Excel or PDF format, by claim number, type and date of services provided, billed and paid. The Report must list all referrals received with current status including procedure performed with complete billing information or reason for not being completed. The report must also include a record of all requests not fulfilled with reason(s) why, if any, as per the contract or NYS regulations.

Signature

Date

Typed/Printed Name

Company Name

Title