Requirements Survey Ambulance Conveyance Billing	Requirements Response Rules:

The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.

Column #1. **Mandatory** : Proposers are required to input one response per requirement using the drop down list provided.
    Response Types:
      F=Fully provided out of the box, or fully provided out of the box through basic configuration
      Mod= Provided through a technical modification of the software (i.e. a customization)
      TP = Provided through a proposed third party application or capability
      RT = Provided through a built in or proposed reporting tool
      NA = Not Available
Column #2. Proposers are requested to itemize estimated costs for all modification requirements.
Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements.
Column #4. **Mandatory** : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal.
Column #5. **Mandatory** : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal.
Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality.
Column #7. **Mandatory** : Proposers are required to list the version number for all functionality proposed to the City.

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs	5. Included in training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
	Ambulance Conveyance Billing									
1.00	Process ambulance patient run reports to outside billing service.	3								
2.00	Gather statistical data from ambulance patient run reports for quality assurance, activity reports & training.	3								
3.00	Ability to create and maintain integration with hospital admission data	3								
4.00	Ability to transmit and accept billing and cash receipts data electronically in a secure environment	3								
5.00	Ability to provide confirmation of receipt of transmitted files and billing process data	3								
6.00	Ability to provide customers with an itemized bill	3								
7.00	Ability to file directly with Medicare, Medicaid and other public and private insurance carriers	3								
8.00	Ability to process and send appeals directly to public and private insurance carriers	3								
9.00	Ability to process payments received and remittance information electronically	3								
10.00	Ability to outsource billings/collections	3								
11.00	Ability to inquire based on customer account, bills processed, claims, payments and other parameters	3								
12.00	Ability to provide detailed reporting on customer billing, payments and insurance carrier explanation of benefits	3								
13.00	Ability to provide the following reports:	3								
14.00	a. Monthy and Cumulative Activity	3								
15.00	b. Aged Receivables	3								
16.00	c. Collection Report	3								
17.00	d. Reconciliation Report	3								
18.00	e. Remittance Report	3								
19.00	1. Daily batch total	3								
20.00	2. Individual payment types	3								
21.00	f. Call Status Reports	3								
22.00	Ability to integrate with Fire EMS reporting software (Cityscape)	3								
23.00	Ability to review paramedic reports and apply fee logic based on the following:	3								
24.00	a. Level of service	3								
25.00	b. No Transports	3								
26.00	d. Multiple Patients	3								
27.00	e. Intercepts	3								
28.00	f. Mileage from hospital	3								
29.00	Ability to verify address information with GIS system	3								
30.00	Ability to edit any system field with proper user security	3								
31.00	Ability to create multiple form letters and reports	3								
32.00	Ability to create data files with any user–defined fields	3								
33.00	Ability to automatically write off mandated amounts (Medicare/Medicade) when payment is received	3								

City of MADISON

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						Yes/No	Yes/No			
34.00	Ability to write off accounts as uncollectable/hardship waiver	3								
35.00	Ability to cross reference Medicare eligible patient names with signature forms on file	3								
36.00	Ability to combine patient records if correct correlation was not made during import	3								
37.00	Ability to maintain patient master data for many user-defined status codes	3								
38.00	Ability to connect multiple invoices for same patient	3								
39.00	Ability to attach documents to individual patient records	3								
40.00	Ability to track changes, action, contact on individual patient records	3								
41.00	Ability to attach documents to claims as needed	3								
42.00	Ability to generate rebill based on updated information or payment	3								
43.00	Ability to auto bill based on aging of receivable	3								
44.00	Ability to differentiate between types of payments	3								
45.00	Ability to search by any system field	3								
46.00	Ability to assign an patient number and list subsequent invoices, their balance due amounts, and status of each	3								
47.00	Ability to edit anything that is system generated with property security	3								