

ORDINANCE

2021-12-16-0985

**AMENDING THE BILLING AND COLLECTION SERVICES CONTRACT WITH MEDICAL-DENTAL-HOSPITAL BUREAU OF SAN ANTONIO, INC., DBA BUSINESS AND PROFESSIONAL SERVICE, FOR ENHANCEMENTS TO THE EMERGENCY MEDICAL SERVICE BILLING SYSTEM FOR AN ADDITIONAL COST OF \$68,470.00, FUNDED FROM THE GENERAL FUND BUDGET.**

\* \* \* \* \*

**WHEREAS**, pursuant to Ordinance No. 2019-03-21-0235, the City entered into a Professional Services Agreement with Medical-Dental-Hospital Bureau of San Antonio, Inc., dba Business and Professional Service, to provide the City with Emergency Medical Service (EMS) billing and collection services that commenced on April 1, 2019, and terminates on September 30, 2024, with the option for the City to renew for two additional, one-year periods (hereinafter referred to as "the Agreement"); and

**WHEREAS**, the City is requesting programming changes to accommodate new reporting requirements to the State which would allow the City to participate in the Medicaid Average Commercial Rate supplemental payment program for FY 2022 and would accommodate the implementation of Medicare Managed Care payors into the program in 2022; and

**WHEREAS**, approval of this ordinance amends the Agreement for a total cost of \$68,470.00 for enhancements to the EMS billing system on a time and materials basis for a one-time, not to exceed cost of \$42,370.00, consisting of programming and support, managerial planning, implementation, and training, and additional personnel cost in an amount not to exceed \$26,100.00; and

**WHEREAS**, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** Amendment I to the contract with Medical-Dental-Hospital Bureau of San Antonio, Inc., dba Business and Professional Service, for enhancements to the EMS billing system for an additional total cost not to exceed \$68,470.00 is hereby approved. A copy of Amendment I is attached hereto and incorporated herein for all purposes as **Exhibit I**. The City Manager or designee, or the Chief of the San Antonio Fire Department or designee, is authorized to execute the amendment.

**SECTION 2.** Funding for this ordinance in the amount of \$68,470.00 is available in Fund 11001000, Cost Center 2015010005 and General Ledger 5201040 as part of the Fiscal Year 2022 Adopted Budget approved by City Council. All expenditures will be in accordance with the

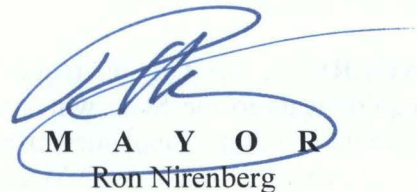
Fiscal Year 2022 budget, and such other appropriations necessary to fund the contract through its term as evidenced by subsequent ordinances.

**SECTION 3.** Payment is authorized to Medical-Dental-Hospital Bureau of San Antonio, Inc., dba Business and Professional Service, and should be encumbered with a purchase order.

**SECTION 4.** The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 5.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED this 16<sup>th</sup> day of December, 2021.**



M A Y O R  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**



Debbie Racca-Sittre, Acting City Clerk



Andrew Segovia, City Attorney



## City of San Antonio

### City Council Meeting December 16, 2021

31.

2021-12-16-0985

Ordinance amending the billing and collection services contract with Medical-Dental-Hospital Bureau of San Antonio, Inc., dba Business and Professional Service, for enhancements to the emergency medical service billing system for an additional cost of \$68,470.00. Funded from the General Fund budget. [Maria Villagomez, Deputy City Manager; Charles Hood, Fire Chief]

Councilmember Courage moved to Approve on the Consent Agenda. Councilmember Cabello Havrda seconded the motion. The motion carried by the following vote:

**Aye:** Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo, Cabello Havrda, Sandoval, Pelaez, Courage, Perry

# Exhibit I



**FIRST AMENDMENT  
TO  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
EMS BILLING & COLLECTION**

STATE OF TEXAS           §  
                                     §  
COUNTY OF BEXAR       §

This First Amendment is entered into by and between the **City of San Antonio**, a Texas Municipal Corporation, by and through its City Manager or designee (hereinafter referred to as "City"), and **Medical-Dental-Hospital Bureau of San Antonio, Inc., dba Business and Professional Service**, (hereinafter referred to as "Contractor"). City and Contractor may be referred to herein collectively as the "Parties".

The Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described.

**WHEREAS**, pursuant to Ordinance No. 2019-03-21-0235 the City entered into a Professional Services Agreement with Contractor to provide the City with Emergency Medical Service (EMS) billing and collection services that commenced on April 1, 2019, and terminates on September 30, 2024, with the option for the City to renew for two additional, one-year periods (hereinafter referred to as "the Agreement"); and

**WHEREAS**, City is requesting programming changes to accommodate new reporting requirements to the State which would allow the City to participate in the Medicaid Average Commercial Rate supplemental payment program for FY 2022 and would accommodate the implementation of Medicare Managed Care payors into the program in 2022; and

**WHEREAS**, Parties agree that an amendment of the Agreement now be executed to make programming changes to the EMS billing system; **NOW THEREFORE:**

City and Contractor agree to amend the Agreement as follows:

**1.0 AMENDMENTS**

- 1.1 Programming Changes to EMS Billing System. Contractor shall complete the following enhancements on a time and materials basis for a one-time, not to exceed cost of **\$42,370.00**, consisting of programming & support in the amount of \$32,420.00 and managerial planning, implementation, and training in that amount of \$9,950.00. This project to reprogram and implement the changes is estimated to be completed in two months.

- a) Implement a master insurance list instead having that be a free-form entry, which now leads to duplicates with slightly different spellings. This does not affect receiving payments, but it will need to be changed for the new reporting.
- b) Abandon current reporting which is based on the type of insurance claim that was filed. Move to a categorization per account comprising of 7 categories: Medicaid FFS, Medicaid Managed Care, Medicare FFS, Medicare MAPs, Commercial Insurance, Uninsured, and Other. "Other" being anything that doesn't fall in the other categories, such as attorney account, auto policy reimbursements, Worker's Comp, etc. If we identify an insurance as an ACA marketplace plan, it will fall into the Other category as well.
- c) Contractor's EMS billing system is designed to process payments on a "Balance Forward" method where any payments are applied to the account total instead of the individual charges of a transport. Contractor will need to change the way its payment posting occurs and move to payments based on the procedure code for insurance claims ("Open Item" billing). For insurance payments, this will mean posting based on what the EOB states as payment for each code. For non-insurance payments, the payments will be allocated proportionally to each individual procedure code or to the billing detail for uninsured accounts.

In addition, due to the extra time involved for posting payments on a daily basis, the City shall pay a **monthly rate of \$900.00** for the additional personnel cost in an amount not to exceed **\$26,100.00** for the term of the contract.

## **2.0 PROVISIONS REMAIN IN EFFECT**

All other terms, conditions, covenants and provisions of the above referenced Agreement, as previously amended, not specifically mentioned herein and revised by this document, are retained in their entirety, unchanged, and remain in full force in effect for the duration of said contract, and any renewals thereof.

## **3.0 ENTIRE AGREEMENT**

This Agreement, together with its exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto, unless the same are in writing, dated subsequent to the date hereto, and duly executed by the parties.

*[Signature Page Follows]*

**EXECUTED** and **AGREED** to as of the dates indicated below. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

**CITY OF SAN ANTONIO**

**MEDICAL-DENTAL-HOSPITAL  
BUREAU OF SAN ANTONIO, INC.  
DBA BUSINESS AND  
PROFESSIONAL SERVICE**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Printed Name: Thomas McDonald

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: 12/6/2021

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney