



WCH Service Bureau, Inc
3047 Avenue U,
Brooklyn, NY 11229,
888-WCHEXPERTS tel.
347-371-9968 fax.
www.wchsb.com

CREENTIALING SERVICES AGREEMENT

AGREEMENT made this ____ day of _____, by and between WCH SERVICE BUREAU, INC., having a place of business at 3047 Avenue U, Brooklyn, NY 11229, hereinafter referred to as “WCH”, and _____, having a place of business at _____, hereinafter referred to as the “Client”, WCH and the Client sometimes hereinafter collectively referred to as the “Parties”, as follows:

WITNESSETH:

WHEREAS, WCH provides services to the Client in connection with obtaining credentials for the Client with insurance carriers; and

WHEREAS, WCH has substantial experience and expertise in this field; and

WHEREAS, WCH is prepared to service said Client on the terms and conditions hereinafter set forth; and

WHEREAS, the Client is desirous of having WCH perform the services as hereinbefore agreed; and

WHEREAS, the Parties are desirous of reducing their mutual understandings and agreements to writing.

NOW, THEREFORE, it is mutually covenanted and agreed as follows:

1. The Client agrees that it will cooperate with WCH in scheduling meetings to obtain all of the information and prepare all of the documents necessary to submit to the insurance carrier for the purpose of obtaining credentials for said Client and WCH requires the meetings to describe the services performed by it on behalf of the Client to review the various types of insurance packages that are available to the Client.

2. The Client acknowledges that it will take approximately two weeks from the date of the initial meeting between the Parties to receive the applications from the various insurance carriers.

3. The Client agrees that upon being notified that WCH has received the application, it will promptly arrange for a meeting with WCH to prepare and complete said application.

4. WCH agrees that it will take all the necessary steps in furtherance of the Client to have the application accepted by the insurance carrier as promptly as possible, which will include the preparation of Client's file, the making of all copies and the filing of said application.

5. WCH agrees that upon receipt of proof of mailing from the United States Post Office, indicating that the application has been received by the insurance carrier, it will institute a follow-up system to know and advise the Client of the progress of such application.



6. WCH agrees that within three weeks after the application is received; it will make inquiries of the insurance carrier to ascertain that the application has been received, is complete in nature and is being properly processed by the insurance carrier.

7. WCH further agrees that a credentialing report is created after each inquiry is made to the insurance carrier and same will be furnished to the Client at three-week intervals.

8. The Client agrees that if any information has not been supplied, it will be given a reasonable time frame to comply, provide such information and any other documents that may be required by the insurance carrier.

9. WCH represents that upon the completion of the credentialing process, the Client will receive a provider identification number and the application process will have been completed.

10. The Client acknowledges receipt of a Fee Schedule and agrees to fully comply therewith.

11. The Client agrees that it will notify WCH immediately upon receipt of any correspondence, documents or applications from the insurance carrier and furnish to WCH true copies thereof promptly.

12. The Client agrees to make all payments to WCH for performing ordered services.

12. 1. Payments for Credentialing Services is pronounce upon signing of Credentialing Services Agreement depending on volume and nature of the work ordered. Payment period for the performing ordered services can be varied depending on the complexity of the work ordered by Client.

12.2. The 50% of the total amount is payable on a prepaid basis. 25% of total amount is payable on the second month of pending credentialing process. The remaining 25% is payable approximately two weeks before the completion of the Services.

12.3. A final invoice is issued approximately two weeks before the completion of the services for the remaining half of the amount and this amount can be varied from the originally announced amount depending on the actual result of the work performed.

12.4. If any payment by Client to WCH pursuant to this Agreement is not received, when due for any reason, such payment will be deemed as subject for involving third parties to get the payment.

13. The Client agrees that WCH is not responsible, if, for any reason, the insurance carrier rejects the application.

14. The Client agrees that WCH will not return the money back to the Client if the application resulted in rejection due to client's error, or if insurance carrier denies application with a **reasonable cause**, WCH will not refund money back to the client.



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15. The Clients agrees that WCH provides “Annual Re-Credentialing” package service. This package can be used in order to get re-credentialing and other related services in real time. The terms of using “Annual Re-Credentialing” package service are indicated in the Addendum (№1), which is part of the Agreement and has an equal legal force along with the Agreement itself.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals on the date first above written.

WCH SERVICE BUREAU, INC.

By: _____

By: _____
Client

**№1
ADDENDUM TO THE CREDENTIALING SERVICES AGREEMENT**

THE USAGE OF WCH “ANNUAL RE-CREDENTIALING” PACKAGE

This Addendum to the Credentialing Services Agreement (the "Addendum") is made by WCH Service Bureau Inc. hereinafter referred to as "WCH" and _____ (Client), Parties to the Agreement dated (the "Agreement").

The terms of this Addendum shall be made valid as if they are included in the original stated Credentialing Services Agreement.

In consideration of the covenants set forth herein and other good and valuable consideration, the Parties are hereby acknowledged and agreed as follows:

- Annual re-credentialing package includes: CAQH Profile maintenance and re-attestation in timely manner; completion and submission of revalidation/re-credentialing applications, regular follow ups and finalizing the process; verification forms completion and submission during a year;
- This annual re-credentialing package will help Client to pass re-credentialing process in timely manner and maintain your active participation status in the networks;
- Credentialing service fee of \$1200 annually per provider.

No other terms or conditions of the mentioned in Credentialing Services Agreement shall be negated or changed as a result of Addendum stated herein.

By signing the below, the Client agrees and/or assumes the obligation and responsibility to comply with all the conditions mentioned in the Addendum.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals on the date first above written.

WCH SERVICE BUREAU, INC.

By: _____
Olga Khabinskay, COO

Date: _____

Client:

By: _____

(full name)

Date: _____