

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Prepared on: 4-28-04
Department Name: Public Health Department
Department No.: 041
Agenda Date: June 22, 2004
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Roger E. Heroux, MPA, Director
Public Health Department

STAFF CONTACT: Michael D. Harris
Primary Care and Family Health Division
Public Health Department 681-5214

SUBJECT: Professional Services Agreement (AssistMed, Inc.)

Recommendation(s):

That the Board of Supervisors:

Approve and execute an agreement with AssistMed, Inc., not a local vendor, to provide professional medical transcription services for the County Health Clinics, for the period July 1, 2003 through June 30, 2005, in an amount not to exceed \$220,000.00.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 2. A Safe and Healthy Community in Which to Live, Work, and Visit.

Executive Summary and Discussion:

The Public Health Department, in accordance with State mandates, provides medical care to those individuals who would otherwise not be able to access the local health care system. Physicians, along with other professionals, provide primary medical care and perform administrative duties to ensure that the County fulfills those mandated services. In an effort to assure the highest quality data documentation in the patient medical record the department has chosen to utilize transcription technology. This practice allows for timely and accurate completion of physician dictation and assures the patient chart is accurate and complete in its content. The current provider of this service is AssistMed, Inc.

AssistMed, Inc. has proven to be a vendor that consistently provides a high level of quality service. During the contract period they have demonstrated the ability to meet deadlines and have consistently meet our expectations. The staff of AssistMed, Inc. is readily available to field questions and have been prompt in their response when we have encountered problems in the past. The staff is technically savvy and have worked in cooperation with our IT department to affect changes in the system that will benefit the physicians and make it easier to ensure timely completion of dictation. We are satisfied with their performance.

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Your Board is requested to execute the Agreement with AssistMed, Inc., for the period from July 1, 2003 through June 30, 2005 in an amount not to exceed \$220,000.00. Since the beginning of this current fiscal year, AssistMed, Inc. has been providing services under a \$99,999.00 Purchasing contract. AssistMed, Inc. provided transcription services to an extent that have reached the maximum limit of the Purchasing contract. Approval of this requested Agreement will allow AssistMed, Inc. to continue providing services in FY 2003-2004 and in FY 2004-2005.

Mandates and Service Levels:

The provision of primary care services are mandated by California Administrative Code, Title 17, Chapter 3, Article 2, Sections 1276, 2500, 2501, 2502, 2503 and 2505; California Administrative Code, Title 17, Chapter 3, Subchapter 1; and Section 17000 of the Welfare and Institutions Code.

Fiscal and Facilities Impacts:

There is no increased use of general funds or Public Health Department special revenue funds associated with this request.

These increased expenditures associated with the AssistMed, Inc. agreement are included in the Public Health Department's Adopted FY 2003-2004 budget and in the Requested FY 2004-2005 budget. The appropriation for FY 2005-05 can be found in the County's Operating Plan document on page D-184 in the Medical Records cost center.

There is no facilities impact.

Special Instructions: Please send one signed copy of the Agreement to PHD Contracts Unit, 300 N. San Antonio Road, Bldg. 8; ATTN: Dawn McGrew.

Concurrence: None.