Who Completes the Professional Service Addendum?

**New Provider:**

The Department Business Administrator (DBA) completes the professional service addendum (PSA) for new providers.

**Existing Providers:**

Effective September 22, 2013, each department completes the PSA for existing providers.

Completion Process

**New Providers**

SOM:

1. During the electronic hiring process, the DBA enters information regarding the Recruit to complete the PSA.
2. After the PSA has been generated, it will be included in the hiring packet to be sent to the Recruit.
3. Once the signed PSA has been returned from the Recruit (included in the appointment letter packet), the departmental lead hand delivers the PSA to the OIC for review.
4. The OIC reviews the PSA and the Recruit’s UMMC information.
5. After the review is completed, the PSA is sent to the Office of the Vice Chancellor for the Associate Vice Chancellor’s signature.
6. The Office of the Vice Chancellor sends the original PSA to Tina Bennett.
7. Tina Bennett then scans the PSA to the SharePoint site.
8. The original PSA is maintained by Tina Bennett.
Other Clinical Providers:

1. When a new clinical provider is being hired, contact Stephanie Parker, Project Manager, OIC.
2. After the PSA has been generated, the department contact will be sent the requested PSA. The department should obtain the Recruit’s signature.
3. Once the signed PSA has been returned from the Recruit, the department should hand-deliver it to the OIC for review.
4. The OIC reviews the PSA and the Recruit’s UMMC information.
5. After the review is completed, the PSA is sent to the Office of the Vice Chancellor for the Associate Vice Chancellor’s signature.
6. The department is then notified that the PSA is ready for pick-up at the OIC.

Existing Providers

The PSA is located on the Office of Integrity and Compliance’s Website. It is a pdf form. The only information that can be altered is the information to complete.

1. The department should enter the information exactly as indicated in the blanks.
2. After the PSA is completed and signed by the provider, the PSA should be sent to the OIC.
3. The OIC reviews the PSA and the Provider's UMMC information.
4. After the review is completed, the PSA is sent to the Office of the Vice Chancellor for the Associate Vice Chancellor's signature.
5. The department is then notified that the PSA is ready for pick-up at the OIC.
What Information Needs to be Included in the PSA?

Page 1, Effective Date Insert the effective date of the addendum.

Page 1, Provider Name Insert the Provider’s Name followed by his/her credentials (M.D., D.O., etc)

Page 1, Provider Address Insert the Provider’s Current Address

Page 1, Provider Profession Insert the Provider’s profession such as physician, dentist, etc.

Page 1, Provider Specialty Insert the Provider’s Department/followed by their division.

Page 3, Ending Date Insert the date the agreement will end. (Cannot exceed five years from the effective date.)

Page 13, Section 41.2 Insert the mileage rate that the provider will be held to upon leaving the UMMC.

Page 17, Provider Name This field will be automatically completed with the information from page 1.

Page 17, Department This field will be automatically completed with the information from page 1.

Page 17, Salary Insert the total amount of the Provider’s salary. If you need to explain anything regarding the salary such as the funding sources, enter this after the total salary amount.

Page 17, Clinical RVUs Each provider is required to have clinical RVUs established for him/her. These should be assigned consistent with the provider’s percent of effort.

Page 17, non-clinical RVUs Each provider is required to have non-clinical RVUs established. There should be non-clinical RVUs in the following areas: Administrative, Educational, and Research.

Page 17, Percent Effort Insert the percent of effort for the provider for the following areas: Administrative, Clinical, Educational and Research.

Page 17, FTE Insert the full-time or part-time equivalent for the provider.
Page 17, Dues, Licenses, and CME Allowance
Enter the amount of Dues, Licenses and/or CME allowance allocated for the provider.

Page 17, Further Expectations List the special duties/expectations of the provider.
Questions & Answers

1. How often should a professional service addendum be generated?

   An initial PSA can be set for a length of one to five years. At the time of expiration, a new PSA must be generated. However, an Exhibit A must be generated annually.

2. How many miles can the non-compete be?

   The non-compete mileage can be set at 5, 10, 25, or 50 miles.
   The minimum non-compete mileage for non-physician providers is 5 miles.
   The minimum non-compete mileage for physicians and dentists is 10 miles.

3. If the recruit’s hire date changes, do I need to have the PSA date changed?

   Yes, the PSA needs to be accurate. If the hire date changes, the PSA needs to be updated to reflect the new hire date.

4. Do I need to update the Exhibit A when the percent effort changes for a faculty member? What if their pay doesn’t change?

   Yes, the Exhibit A needs to be updated when the percent of effort changes. The Exhibit A needs updating regardless if the pay changes.

5. There are three PSAs. How do I know which one to use?

   There are three PSAs: 1) Non-IHL PSA; 2) Full-time PSA; and 3) Part-time PSA.

   The Non-IHL PSA is used for those providers that are billing providers but do not have a faculty appointment/IHL contract.
   The Full-time PSA is used for full-time providers that are billing providers and have a faculty appointment/IHL contract. The PSA is an addendum to the IHL contract, rather than a separate agreement.
   The Part-time PSA is used for part-time providers that are billing providers and have a faculty appointment/IHL contract.