

## Attachment 1 - HOME OXYGEN CONTRACT OR ROLES & RESPONSIBILITIES

Scope/Type of Service	VAMC	Contracted Provider
1. Role and responsibilities of the organization and the contracted provider in:		
a. Patient Admission Process	Clinical coordinator or designee reviews, verifies medical need, obtains physician order, and contacts contracted oxygen provider.	Contractor shall furnish oxygen supplies, equipment, and services to VA beneficiaries for the VA Medical Centers and Health Care Centers during the period of the contract.
b. Patient Assessment Process, initial and ongoing	Service provided solely by VA staff, Pulmonary/respiratory	Contractor, as part of the initial delivery protocol, shall complete the initial equipment assessment <i>and provide education on equipment use and care, safety, VA patient rights and responsibilities, etc.</i> Ongoing assessment related to equipment use, condition and education. Contractor will report maintenance every 3 months.
c. Plan of Care, development, review and revision	Service provided solely VA staff, pulmonary/respiratory.	
d. Plan of Service, equipment, maintenance, refills	Service provided solely by contractor.	The Contractor shall develop, review, and revise the patient's plan of service. The Plan of Service shall be maintained at the Contractor's local office providing service to the VA beneficiary and shall be developed, reviewed, and revised per contract.
e. Scheduling care or services	Clinical Coordinator and/or COTR will schedule home visits with the patient in keeping with the most current VHA Directive on Home Oxygen Therapy. A portion of the visits will also be scheduled with the vendor.	The Contractor shall schedule services with VA beneficiaries.
f. Discharge Planning  (f.1) Discontinuing therapy	Clinical Coordinator or designee, either by direct notification from physician, death of the beneficiary, or reassessment no longer qualifies patient for therapy, will contact the contracted provider to discontinue therapy.	The Contractor shall notify patient/family and arrange time for pick up of equipment.

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(f.2) Travel outside usual service area	The VA reserves the right to arrange for services for VA beneficiaries during travel status and use a non-contract source.	Arrangements for air travel are the responsibility of the patient. Contractor shall arrange for services when VA beneficiaries travel outside the contract catchment area (excluding air travel). Contractor shall obtain pre-approval from the COTR on pricing if above the contract price.
g) Patient Privacy and IT Security	VA will abide by local policy related to patient privacy and record security	Contractor shall maintain the integrity of the VA Beneficiary's patient records and compliance with JOINT COMMISSION Standard related to patient confidentiality and privacy.
2. Documentation requirements and time frames	Service provided solely by the contractor	The Contractor shall maintain a complete record of services provided to VA beneficiaries to meet current JOINT COMMISSION Standards and as stipulated in the contract. The contractor shall maintain this documentation in the VA beneficiary's folder.
3. Monitoring, evaluating, and auditing of contracted care and/or services.	The Clinical Coordinator and/or the COTR will make unscheduled on-site contractor and home oxygen patient visits, on at least a quarterly basis, to monitor the contracted provider's performance under this contract.	The Contractor shall make available all records and documentation necessary to perform these reviews.
4. Responsibility of contracted provider to comply with applicable organization policies and personnel qualifications	Policies: the Clinical Coordinator and/or COTR will review the Contractor's policies/procedures for compliance with VA policies/procedures and JOINT COMMISSION Standards.	The Contractor shall make available all records and documents necessary per Article 27 of the Contract.  The Contractor is responsible for policy and personnel compliance with current JOINT COMMISSION Standards
5. Procedures for determining charges and reimbursement	COTR or designee reviews monthly bills from the contracted provider for appropriate charges.	The Contractor shall submit billing reports monthly as stipulated in this contract.
6. Terms of agreements and conditions for renewal or termination	The Government may extend the term of this contract by written notice to the Contractor. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.	
	Termination for the Government's convenience: the Government reserves the right to terminate this contract for its sole convenience.  Termination for cause: the Government may terminate this contract for cause in the event of any default by the Contractor	