



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

DATE:	October 26, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Employee Health Services
CONTRACT NUMBER:	2469A
COMMODITY CODE:	948.48
CONTRACT PERIOD:	October 27, 2024 through October 26, 2025
RENEWAL OPTIONS:	Three 1-year renewals through Oct. 26, 2028
USER DEPARTMENT:	Schools
Contact Name:	Kennedy Venaglia
Phone Number:	804-652-3640
Email Address:	kwvenaglia@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Northern Virginia CareNow Urgent Care, LLC
Address:	611 East St. Hwy 121 Bypass, Ste. 220
City, State:	Coppell, TX 75019
Contact Name:	Jesse Seiden
Phone Number:	954-661-1299
Email address:	Jesse.SeidenI@hcahealthcare.com
ORACLE SUPPLIER NUMBER:	
BUSINESS CATEGORY:	Non-SWaM
PAYMENT TERMS:	Net 45
DELIVERY:	As requested and needed
FOB:	Destination
BUYER: Name:	Amy Anthes
Title:	Procurement Analyst, III
Phone:	804-501-5686
Email:	Ant041@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.



COMMONWEALTH OF VIRGINIA
County of Henrico

Professional Services Contract
Contract No. 2469A

This Professional Services Contract (this “Contract”) entered into this ___ day of December 2023, by Northern Virginia CareNow Urgent Care, LLC, a Virginia limited liability company (the “Contractor”), and the County School Board of Henrico County, Virginia (“HCPS”).

WHEREAS HCPS has awarded the Contractor this Contract pursuant to Request for Proposals No.23-2469-1ARA (the “Request for Proposals”), for Employee Health Services for Henrico County Public Schools.

WITNESSETH that the Contractor and HCPS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to HCPS as set forth in the Contract Documents.

COMPENSATION: The compensation HCPS will pay to the Contractor under this is shown in Exhibit B.

CONTRACT TERM: The initial Contract term shall begin upon execution of this Contract and end on October 26, 2024. HCPS may renew the Contract for up to four 1-year terms giving 30 days’ written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”), which shall control in the following descending order:

- RFP AEC*
1. This ~~Non~~-Professional Services Contract between HCPS and Contractor.
 2. The General Contract Terms and Conditions included in the Request for Proposals.
 3. The HIPPA Business Associate Agreement (Exhibit A).
 4. Contractor’s Best and Final Offer dated August 2, 2023 (Exhibit B).
 5. Contractor’s Original Proposal dated March 3, 2023 (Exhibit C).
 6. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Northern Virginia CareNow Urgent Care,
LLC

611 East St. Hwy 121 Bypass, Ste. 220
Coppell, TX, 75019

R. Scott Poston

Signature

R Scott Poston RVP/COO East Region

Printed Name and Title

12/19/2024

Date

County School Board of Henrico County,
Virginia

P.O. Box 23120
Henrico, VA 23223

A. Cashwell

Signature

Dr. Amy E. Cashwell

Superintendent, Henrico County Public Schools

1/17/2024

Date

APPROVED AS TO FORM

Don 2 M...
Asst. COUNTY ATTORNEY

Exhibit A

HIPAA BUSINESS ASSOCIATE AGREEMENT

WHEREAS, the County School Board of Henrico County, Virginia (the "County") and Northern Virginia CareNow Urgent Care, LLC ("Business Associate") entered into a contract on 12/19/2023 for the performance of Employee Health Services (list services) (the "Contract"); and

WHEREAS, the County is a hybrid entity including covered health care components and internal business associates under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the American Recovery and Reinvestment Act of 2009 ("ARRA"), Title XIII of ARRA, the Health Information Technology for Economic and Clinical Health Act ("HITECH") Subtitle D; and

WHEREAS, HIPAA, HITECH, and the implementing regulations have established Privacy and Security Standards (the Privacy, Security, Breach Notification and Enforcement Rules at 45 C.F.R. §§ 160 and 164); and

WHEREAS, Business Associate is directly subject to HIPAA, Title XIII of ARRA, and amendments thereto, and HITECH Subtitle D, and all related rules and regulations in effect and any amendments thereto; and

WHEREAS, Business Associate may receive from the County and use and/or disclose records that include information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual; or with respect to which there is a reasonable basis to believe the information can be used to identify the individual (Protected Health Information, "PHI"); and

WHEREAS, the Privacy and Security Standards require a Business Associate Agreement to ensure that PHI is adequately safeguarded as part of the Contract provisions.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Business Associate Agreement ("BAA") and in the Contract and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the County and Business Associate agree as follows:

I. DEFINITIONS

The following terms used in this BAA have the same meaning as those terms in the Privacy and Security Standards: Breach, Business Associate, Disclosure, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Subcontractor, and Use.

II. OBLIGATIONS OF THE BUSINESS ASSOCIATE

1. Permitted Uses and Disclosure of PHI. Business Associate's activities for and/or on behalf of the County may involve the use and/or disclosure of PHI. Business

Associate will use and/or disclose PHI only to the extent necessary to perform its duties and obligations to the County or as otherwise required by law. Business Associate may permit the use of PHI by third parties, including its employees, contractors, agents, or other representatives, only to the extent directly related to and necessary for the performance of its duties and obligations to the County as required by the Contract or as otherwise permitted by law. Business Associate and its agents or subcontractors will only request, use and disclose the minimum PHI necessary to perform its duties and obligations in accordance with HIPAA, the HIPAA Regulations, and HITECH.

2. Safeguards Against Misuse of Information.

- a. Business Associate will use appropriate and reasonable safeguards to maintain the security of and prevent the improper use or disclosure of PHI.
- b. Business Associate will comply with 45 C.F.R. §§ 160.302 *et seq.* in utilizing administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI, as that term is defined in 45 C.F.R. § 160.103, that it creates, receives, maintains or transmits on behalf of the County.
- c. Business Associate will train employees in information security, designating a security officer, conducting an information risk analysis, and developing a risk management remediation plan.
- d. Business Associate will abide by the prohibitions under the ARRA regarding the sale and marketing of PHI.
- e. Business Associate will comply with any other conditions that the Secretary of the Department Health and Human Services requires with respect to electronic PHI.

3. Reporting Breaches and Other Security Incidents and Mitigation of Effect.

- a. Business Associate will promptly report to the County: (1) any use or disclosure of PHI not authorized by the Contract of which it becomes aware; and (2) any "security incident," as defined by 45 C.F.R. § 164.304, of which it becomes aware. Business Associate will take reasonable steps to cure any such security incident and implement procedures for mitigating the harmful effects from any such security compromise. Business Associate will report the measures it took to mitigate any security compromise that may have occurred and shall report any data loss or other information system compromise as a result of the incident.
- b. In the event of a breach of unsecured PHI as defined in 45 C.F.R. § 164.410, Business Associate will comply with the breach notification requirements of 45 C.F.R. § 164.410 and notify the County without reasonable delay, and no later than two (2) business days of when Business Associate becomes aware of a breach. Notification of security incidents will include the identity of each individual whose unsecured PHI has been or is reasonably believed to have been

accessed, acquired, or disclosed inappropriately during such breach. Notifications will contain any other such information as Business Associate reasonably believes is required for the County to further investigate. Business Associate will also provide such assistance and further information as reasonably requested by the County in meeting its responsibility to notify all individuals affected, as detailed in 45 C.F.R. § 164.404.

4. Use and Disclosure of PHI by Subcontractors and Agents.
 - a. Business Associate will require any subcontractor or agent that is authorized to review, use or disclose PHI obtained by Business Associate from the County, to agree in writing to adhere to the same restrictions, conditions, and requirements regarding the use and disclosure of PHI and safeguarding of PHI that apply to Business Associate.
 - b. Business Associate will ensure that any subcontractor or agent to whom it provides electronic PHI that was created, received, maintained or transmitted on behalf of the County agrees in writing to implement reasonable and appropriate safeguards to protect the confidentiality, security, and integrity of the electronic PHI.
5. Access to Information. Throughout the term of this BAA, Business Associate will make available to the County all PHI provided to Business Associate by the County for so long as such information is maintained. Upon written request from the County, Business Associate will make an individual's PHI available to the County within fifteen (15) days of an individual's request for such information as notified by the County. In the event that the requesting individual's PHI is neither maintained nor accessible on site by the County or the Business Associate, the extended timeframe set forth in 45 C.F.R. § 164.504(3)(2)(iii)(C) will be available for Business Associate to respond to the County's request. In the event any individual requests access to County-provided PHI directly from Business Associate, Business Associate shall forward such request to the County. Any denials of access to PHI requested shall be the responsibility of the County. Business Associate shall further conform with and meet all the requirements of 45 C.F.R. § 164.524.
6. Availability of PHI for Amendment. Upon receipt of a request from the County to update PHI for an individual, Business Associate will incorporate any such amendment into its records within thirty (30) days of the request or as may be required by 45 C.F.R. § 164.526. If Business Associate receives a request from an individual for an amendment to County-provided PHI, Business Associate shall forward such request directly to the County. Any review and consideration of a requested amendment shall be the responsibility of the County.
7. Accounting of Disclosures. Upon request from the County, Business Associate will make available to the County such information as is in Business Associate's possession and is required for the County to make an accounting as required by 45 C.F.R. § 164.528. In the event the request for an accounting is delivered directly to Business Associate, Business Associate will forward such request to the County as

soon as practicable. It shall be the County's responsibility to prepare and deliver any such accounting requested. Business Associate will maintain an appropriate record keeping process to enable it to comply with the requirements of this Section.

8. Use and Disclosures for Business Associate's Purposes.

- a. Business Associate will only use or disclose PHI to the minimum necessary to carry out its duties and obligations under the Contract or as required by law. Business Associate may not use or disclose PHI in a manner that would violate 45 C.F.R. § 164.500 *et seq.*
- b. Business Associate may disclose PHI for its own proper management and administration or to carry out its legal responsibilities, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the PHI is disclosed that it will remain confidential and be used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached.

9. Availability of Books and Records. Business Associate will make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by, Business Associate on behalf of the County available to the County and the Secretary of the Department of Health and Human Services for purposes of monitoring compliance with the Privacy and Security Standards.

10. Indemnification. Business Associate will indemnify and defend the County, its agents, representatives, and employees from any claims, demands, losses, or liabilities including attorney's fees arising out of or related to Business Associate's breach or alleged breach of the terms of this BAA by Business Associate or any agent or subcontractor of Business Associate.

11. Compliance with Requirements. To the extent the Business Associate is to carry out one or more of the obligations of the County under 45 C.F.R. § 164.500 *et seq.*, Business Associate will comply with the requirements that apply to the County in the performance of such obligations.

III. OBLIGATIONS OF THE COUNTY

1. Notice of Privacy Practices. The County will notify Business Associate of any limitation in its Notice of Privacy Practices, which the County, or any of its departments, provides or makes available to individuals pursuant to 45 C.F.R. § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
2. Restrictions on Disclosures. If applicable to Business Associate, the County will notify Business Associate as soon as practicable of any request for restrictions by an individual of the use or disclosure of the individual's PHI that the County has agreed

to accept. The County will also notify Business Associate, if applicable, of any changes in, withdrawal, or revocation of any authorization or other permissions(s) granted the County by an individual for the use and disclosure of the individual's PHI.

3. Impermissible Requests. The County will not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy or Security Standards if done by the County. Nothing in this section shall preclude Business Associate from using or disclosing PHI for its management and administrative activities as provided in Section II.8 above.

IV. MISCELLANEOUS

1. Term. This BAA will remain in effect for the term of the Contract between the County and the Business Associate, including any extensions or renewals thereof.
2. Termination for Cause. Upon the County's knowledge of a material breach by Business Associate, the County will provide Business Associate an opportunity to cure the breach or end the violation. The County may terminate the Contract: (a) immediately if Business Associate has breached a material term and cure is not possible; or (b) upon Business Associate's failure to cure the breach or end the violation within the time specified by the County.
3. Effect of Termination.
 - a. Except as provided in paragraph b of this section, upon termination of this BAA for any reason, Business Associate will return or destroy all PHI received from the County, or created or received by Business Associate on behalf of the County. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate will not retain copies, including electronic copies, of the PHI.
 - b. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate will provide the County notification of the conditions that make return or destruction infeasible and extend the protections of this BAA to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.
4. Amendments. This BAA, and any provision thereof, may be amended, modified or deleted by written agreement of the parties. The parties may amend this BAA from time to time as necessary for the County and Business Associate to comply with the Privacy or Security Standards and all other applicable laws or regulations.
5. Survival. The respective rights and obligations of Business Associate and the County survive termination of this BAA and any underlying Contract.
6. Interpretation. This BAA shall be interpreted as broadly as necessary to implement and comply with the Privacy and Security Standards. Any ambiguities in this BAA will

be resolved in favor of a meaning that complies with the Privacy and Security Standards.

7. Governing Law and Venue. This BAA is governed by applicable federal laws and the laws of the Commonwealth of Virginia without regard to laws relating to choice of law or conflicts of law. Exclusive venue for any dispute arising hereunder will be resolved in the Circuit Court of the County of Henrico, Virginia.
8. Coordination of Documents. In the event of a conflict between a provision of this BAA and the Contract, the provisions of this BAA will control.
9. Notices. All notices, requests, demands and other communications required or permitted to be given or made under this BAA shall be in writing, shall be effective upon receipt, and shall be sent by (a) personal delivery; (b) certified or registered United States mail, return receipt requested; (c) overnight delivery services with proof of delivery; or (d) facsimile with return facsimile acknowledging receipt. Notices will be sent to the address below:

To Covered Entity: Brandon Hinton, Privacy Officer
County of Henrico
4301 E. Parham Road
P.O. Box 90775
Henrico, Virginia 23273-0775
Facsimile: (804) 501-4162

To Business Associate: R Scott Poston, RVP/COO
Northern Virginia CareNow Urgent Care, LLC
2000 Health Park Drive
Brentwood, RN 37027
Facsimile: (855) 678-8550

IN WITNESS WHEREOF, the parties hereto have signed this Business Associate Agreement.

Northern Virginia CareNow Urgent Care, LLC

County School Board of Henrico County,
Virginia

By: R. Scott Poston

By: McCashwell

Title: RVP/COO East Region

Title: Superintendent

Date: 12/19/2023

Date: 1/17/2024

Anthes, Amy

From: Wenzel Steve <Steve.Wenzel@hcahealthcare.com>
Sent: Wednesday, August 2, 2023 5:41 PM
To: Anthes, Amy; Poston Robert
Subject: Re: Re:FW: RFP 23-2469-1ARA Employee Health Services for Henrico County Public Schools and original Contract # 1611A

Hi Amy,
The pricing provided is extremely competitive and will be our best and final offer. Please let us know if there are any questions or concerns. We truly appreciate the partnership ensuring your employees stay safe and taken care of.
Thank you, Amy.

Steve Wenzel

Occupational Medicine Sales Rep
CareNow Urgent Care
NoVA, Richmond, Myrtle Beach
M 703-789-4739 | F 833-970-1176

From: Anthes, Amy <ANT041@henrico.us>
Sent: Wednesday, August 2, 2023 8:42 AM
To: Wenzel Steve <Steve.Wenzel@hcahealthcare.com>; Poston Robert <Robert.Poston@hcahealthcare.com>
Subject: {EXTERNAL} RE: Re:FW: RFP 23-2469-1ARA Employee Health Services for Henrico County Public Schools and original Contract # 1611A

CAUTION! This email originated from outside of our organization. **DO NOT CLICK** links or open attachments unless you recognize the sender and know the content is safe.

Good morning,
Please provide your best and final offer by close of business on Friday August 3rd.

Thank you,

Amy Anthes
Procurement Analyst III
804-501-5686
County of Henrico
Division of Purchasing
PO Box 90775
8600 Staples Mill Road
Henrico, VA 23273-0775

From: Wenzel Steve <Steve.Wenzel@hcahealthcare.com>
Sent: Wednesday, July 19, 2023 10:05 AM
To: Poston Robert <Robert.Poston@hcahealthcare.com>; Anthes, Amy <ANT041@henrico.us>
Subject: Re: Re:FW: RFP 23-2469-1ARA Employee Health Services for Henrico County Public Schools and original Contract # 1611A

July 13, 2023

Amy Anthes
 County of Henrico
 Department of Finance
 Purchasing Division
 8600 Staples Mill Road
 Richmond, VA 23228

Dear Ms. Anthes,

Thank you for the opportunity to provide pricing for Proposal #23-2469-1ARA–Employee Health Services for Henrico County Public Schools (HCPS).

CareNow Urgent Care offers a comprehensive range of services, designed with convenience and excellent customer service. CareNow’s outstanding reputation of providing excellence in healthcare along with our experience and expertise, make us an excellent candidate to continue servicing the variety of needs as outlined in the RFP# 23-2469-1ARA. We value and appreciate our current partnership and look forward to growing it together.

1. We’re excited to announce we will not provide cost increases to HCPS.

Service	Pricing
Annual/New-Hire Bus Driver Physicals	\$ 50.00
Random/Post-Accident Urine Drug Tests	\$ 29.50
Random/Post-Accident Breath Alcohol tests	\$ 25.50
CBC Manual Diff blood draw	\$ 49.00
Audiogram	\$ 35.00
Spirometry	\$ 45.00

2. CareNow does not have exceptions to the County’s terms and conditions.
3. After-hours testing is available for Henrico County Public School employees. There are 2 convenient locations for after-hour visits between the hours of 7:30pm-8am. These visits must be limited to post-accident and reasonable suspicion urine drug testing and breath-alcohol testing.
 - a. Parham Doctors’ Hospital
 - b. Retreat Doctors’ Hospital (coming in mid-August)

4. At the request of HCPS, please see below the 4 locations that can offer all contract-specific occ med services. Please note services and hours are subject to change based on staffing availability.

Hull St

Mon-Fri: 8am-4:30pm (all occ med services)

Mon-Fri: 8am-7:30pm (UDS/BAT testing available)

Willow Lawn

Mon-Fri: 8am-4:30pm (all occ med services)

Mon-Fri: 8am-8pm (Post-accident & suspicion UDS/BAT testing available for HCPS)

Chester

Mon-Fri: 8am-4:30pm (all occ med services)

Mon-Fri: 8am-7:30pm (UDS/BAT testing available)

Regency Square

Mon-Fri: 8am-4:30pm (all occ med services)

Drug & Alcohol testing only centers:

M-F 8am-4:30pm

Short Pump

Ashland

Mechanicsville

Spotsylvania

Fredericksburg

M-F 8am-7:30pm

Colonial Heights

Thank you for considering our response. Please feel free to contact me with any questions or if you need to discuss CareNow's response further.

Sincerely,



Scott Poston

CareNow Urgent Care

Assistant Vice President of Urgent Care Operations

Robert.Poston@hcahealthcare.com

832-819-6924



CareNow[®]

Urgent Care

AFFILIATED WITH HCA VIRGINIA HEALTH SYSTEM

As a leading provider of healthcare services and with a mission to care for and improve human life, CareNow Urgent Care is pleased to provide our response to the County of Henrico

**Response to Proposal #23-2469-1ARA
Henrico County Public Schools
Employee Health Services
Due 3/3/2023**

Urgent Note, 3/3/2023

Our authorized signature, Suzanne Jackson, Vice President Urgent Care was unable to sign due to an emergency. All information within is accurate and meets the requirements. We will provide Ms. Jackson's signature just as soon as physically possible.

Table of Contents

Cover Letter.....	3
Attachment A.....	4
Attachment B.....	5
Attachment C.....	6
Attachment D.....	7
Attachment E.....	8
Attachment F.....	9
Statement of Scope.....	10
Approach and Implementation of Services.....	11
Offeror Qualifications and Experience.....	13
Resume, Dr. Andriano.....	14
Resume, Dr. Rhoades.....	16
Resume, Stephanie Schuster, NP.....	18
Resume, Vivian Buenafe, NP.....	19
Certification for Dr. Heinen, MRO.....	23
References.....	24
Contact Information.....	25
Exceptions.....	26
Assumptions.....	27
Appendices.....	28



AFFILIATED WITH HCA VIRGINIA HEALTH SYSTEM

March 3, 2023

Amy Anthes

Oscar Knott

County of Henrico

Department of Finance

Purchasing Division

8600 Staples Mill Road

Richmond, VA 23228

Dear Ms. Anthes and Mr. Knott:

Thank you for the opportunity to respond to Request for Proposal #23-2469-1ARA– Employee Health Services for Henrico County Public Schools (HCPS).

CareNow Urgent Care has provided occupational healthcare services to some of the largest companies and municipalities since 1993. We offer a comprehensive range of services, designed with convenience and excellent customer service. CareNow's outstanding reputation of providing excellence in healthcare along with our experience and expertise, make us an excellent candidate to continue servicing the variety of needs as outlined in the RFP# 23-2469-1ARA. Our commitment to providing prompt, skilled, and convenient healthcare has propelled CareNow to being a leader in the industry.

Through the transition of the current Employee Health Services contract from our parent company, HCA Healthcare to CareNow Urgent Care, the majority of the doctors, physician assistants, and occupational medicine staff that the HCPS has enjoyed for many years remain the same. Through our current relationship with HCPS, we understand the unique needs of your employees to meet your expectations. We look forward to the opportunity to continue our relationship with HCPS.

Thank you for considering our response. Please feel free to contact me with any questions or if you need to discuss CareNow's response further.

Sincerely,

Suzanne Jackson

CareNow Urgent Care

Vice President, Urgent Care


Suzanne.Jackson@HCAhealthcare.com

ATTACHMENT A PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal ("RFP") No. 23-2469-1ARA - Employee Health Services for Henrico County Public Schools

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
Northern Virginia CareNow Urgent Care, LLC
ADDRESS: Billing: PO Box 744033, Atlanta, GA 30374-4033
Mailing: 611 East St. Hwy 121 Bypass, Ste 220, Coppell, TX 75019
FEDERAL ID NO: 81-2704779
SIGNATURE: 
NAME OF PERSON SIGNING (PRINT): Suzanne Jackson
TITLE: Vice President, Urgent Care
TELEPHONE: 469.549.8616
FAX: 972-745-4526
EMAIL ADDRESS: Suzanne.Jackson@HCAhealthcare.com
DATE: 3/3/2023

ATTACHMENT A
PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”) No. 23-2469-1ARA - Employee Health Services for Henrico County Public Schools

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
Northern Virginia CareNow Urgent Care, LLC
ADDRESS: Billing: PO Box 744033, Atlanta, GA 30374-4033
Mailing: 611 East St. Hwy 121 Bypass, Ste 220, Coppell, TX 75019
FEDERAL ID NO: 81-2704779
SIGNATURE:
NAME OF PERSON SIGNING (PRINT): Suzanne Jackson
TITLE: Vice President, Urgent Care
TELEPHONE: 469.549.8616
FAX:
EMAIL ADDRESS: Suzanne.Jackson@HCAhealthcare.com
DATE: 3/3/2023

ATTACHMENT B
BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: Northern Virginia CareNow Urgent Care LLC

This form completed by: Signature: _____ Title: Vice President Urgent Care

Date: March 3, 2023

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- SMALL BUSINESS
- WOMEN-OWNED BUSINESS
- MINORITY-OWNED BUSINESS
- SERVICE-DISABLED VETERAN
- EMPLOYMENT SERVICES ORGANIZATION
- NON-SWam (Not Small, Women-owned or Minority-owned)

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://cva.virginia.gov>.

eVA Registered? Yes No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

_____ NUMBER _____ DATE

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Employment services organization" means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

ATTACHMENT C

Virginia State Corporation Commission (SCC) Registration Information

The Offeror:

is a corporation or other business entity with the following SCC identification number:

 S6189478

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

ATTACHMENT E
Insurance Specifications County of Henrico

CareNow carries the proper level of insurance to fulfill the County of Henrico's needs. Specific Certificate of Insurance will be provided to the County of Henrico upon awarding of contract.

The Successful Bidder shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Bidder, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

Workers' Compensation

Statutory Virginia Limits

Employers' Liability Insurance - \$100,000 for each Accident by employee
 \$100,000 for each Disease by employee
 \$500,000 policy limit by Disease

Commercial General Liability - Combined Single Limit

\$1,000,000 each occurrence including contractual liability for specified agreement
\$2,000,000 General Aggregate (other than Products/Completed Operations)
\$2,000,000 General Liability-Products/Completed Operations
\$1,000,000 Personal and Advertising injury
\$ 100,000 Fire Damage Legal Liability

Business Automobile Liability – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

Excess/Umbrella Liability \$1,000,000 per occurrence

Medical Malpractice Limit in accordance with the Commonwealth of Virginia Cap

Cyber Liability \$2,000,000 per occurrence

Sexual Abuse and Molestation Coverage \$2,000,000 per occurrence

ATTACHMENT F
Direct Contact with Students Form

Name of Offeror: Northern Virginia CareNow Urgent Care, LLC

Pursuant to Va. Code § 22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor, his employees or subcontractors to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify that the employees of, or subcontractors to, the above mentioned contractor that will be providing services that require direct contact with students to the School Board under the resulting contract will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of subcontractors for the duration of the contract.

*Signature of Authorized
Representative*

*Printed Name of Authorized
Representative*

*Printed Name of Offeror
(if different than Representative)*

Statement of Scope

CareNow is excited for the opportunity to grow our partnership with HCPS. We are committed to growing our positive relationship by meeting or exceeding the outlined requirements provided in the Scope of Services within RFP# 23-2469-1ARA.

Approach and Implementation of Services

- A. CareNow will provide all labor, material, equipment and supervision to provide all services outlined in the Scope of Services. Normal business hours are Monday-Friday 8am-5pm related to the services outlined in RFP# 23-2469-1ARA. We intend to extend these hours and service availability to more centers in the future. Currently, workers comp treatments may be treated 7 days a week, 8am-8pm. We will also have a drug and alcohol testing solution outside of normal business hours.

County of Henrico's preferred CareNow center has historically been Regency Square. Shawnie Woodson is the center manager with Stephanie Schuster (Nurse Practitioner) as the full time provider specializing in occupational medicine. Stephanie has over 5 years of occupational medicine experience and has performed most of the 100+ bus driver physicals for HCPS since December 2022. Dr. Rhoades, with 20 years of occupational medicine experience and leadership, also oversees the medical team at Regency Square along with the other 9 centers in Richmond.

There are 3 CareNow centers which include all necessary equipment and capabilities of performing all services provided within RFP# 23-2469-1ARA:

1. **CareNow-Regency**: located at 1380 N Parham Road, Richmond, VA 23229, has normal business hours of Mon-Fri 8am-5pm.
2. **CareNow-Willow Lawn**: located at 5215 W Broad St, Richmond, VA 23230, has normal business hours of Mon-Fri 8am-5pm.
3. **CareNow-Hull St**: located at 6100 Harbourside Centre Loop, Midlothian, VA 23112, also has normal business hours of Mon-Fri 8am-5pm.

Test results and copies of paperwork including the EB-001 Form are uploaded to the secure CareNow Employer Portal usually within 24-48 hours.

Currently, numerous HCPS employees regularly use the convenient and user-friendly CareNow Employer Portal including Dr. Nancy Jones-Oltjenburns (Assistant Director of HR). Breath alcohol tests and negative random drug tests are available same day. Lab-based tests or non-negative rapid drug tests will be available immediately when the tests are reviewed by the lab and potentially MRO. Upon interpretation, drug testing results are available

Interpretation services for the results of testing and physical examinations are provided. Dr. Heinen is the designated MRO and our providers oversee bus driver physicals.

CareNow holds ourselves accountable to maintain and secure all health records of employees serviced. Pursuant to HIPAA and HITECH the U.S. Department of Health & Human Services (“HHS”) promulgated the Privacy Standards and the security standards at 45 C.F.R. Parts 160 and 164 (the “Security Standards”) requiring certain individuals and entities subject to the Privacy Standards and/or the Security Standards to protect the privacy and security of certain individually identifiable health information (“Protected Health Information” or “PHI”), including electronic protected health information (“E PHI”).

CareNow has an extensive and knowledgeable Operations department that oversees the daily patient flow at all of our locations providing statistical and other management reports that can be customized to what HCPS may need. We welcome a discussion to determine the most important needs and how we can assist HCPS using our reporting capabilities. As an example, CareNow can provide patient encounter reports on paper or electronically. The report will show the name of the patient, services utilized, wait time in and out of the clinic, and the name of the treating provider. This report can be sent monthly or as often as requested.

CareNow upholds HIPAA Privacy and Security Rules and support policies, processes and guidelines put in place, to enable compliance. In providing care to our patients CareNow assures adherence and compliance to the Federal Standards for Privacy of Individually Identifiable Health information and the Security Standards for the Protection of Electronic Protected Health Information. CareNow undertakes exceptional efforts in ensuring compliance by all our employees and the organization as a whole.

- B. CareNow has been providing many different types of pre-employment and annual physicals for 30 years. This includes providing bus driver physicals, respirator evaluations, and audiometric testing to name a few. CareNow follows local, state, and federal regulations. CareNow providers will utilize Virginia’s EB-001 Form for all bus driver physicals.

- C. In addition to bus driver physicals, CareNow will provide drug testing and breath alcohol testing for all types of reasons. Drug testing will include testing for cocaine, marijuana, PCP, amphetamines, and opiates. Pre-employment, random, post-accident, reasonable suspicion, and return to duty urine drug screening and breath alcohol tests can be provided at 4 occ med centers outlined below. We are actively working to provide additional CareNow centers capable of these drug tests and breath alcohol tests in the next few months. CareNow’s house MRO is Dr. Brian Heinen.
 - 1. **CareNow-Regency:** located at 1380 N Parham Road, Richmond, VA 23229, normal business hours of Mon-Fri 8am-5pm.
 - 2. **CareNow-Willow Lawn:** located at 5215 W Broad St, Richmond, VA 23230, normal business hours of Mon-Fri 8am-5pm.
 - 3. **CareNow-Hull St:** located at 6100 Harbourside Centre Loop, Midlothian, VA 23112, normal business hours of Mon-Fri 8am-5pm.
 - 4. **CareNow-Chester:** located at 11380 Iron Creek Rd, Chester, VA 23831, normal business hours of Mon-Fri 8am-5pm.

- D. CareNow has 3 centers with extensive occ med capabilities to include all services as associated with RFP# 23-2469-1ARA. In addition to the 3 centers below, we are actively planning to add additional convenient CareNow centers to provide all services associated with this RFP.
1. **CareNow-Regency**: located at 1380 N Parham Road, Richmond, VA 23229, has normal business hours of Mon-Fri 8am-5pm.
 2. **CareNow-Willow Lawn**: located at 5215 W Broad St, Richmond, VA 23230, has normal business hours of Mon-Fri 8am-5pm.
 3. **CareNow-Hull St**: located at 6100 Harbourside Centre Loop, Midlothian, VA 23112, also has normal business hours of Mon-Fri 8am-5pm.
- E. As part of a successful occupational medicine program, accurate and timely billing cannot be overlooked. CareNow will invoice all drug & alcohol testing services monthly to attention Dr. Nancy Jones-Oldjenbruns at 3820 Nine Mile Road, Henrico, VA 23223. Billing for the school bus driver physicals shall be mailed to Attn: Jim Ellis at 3751-D Nine Mile Road, Henrico, VA 23223. Invoices for the previous months' visits will be mailed on the 8th every month.

Offeror Qualifications and Experience

Our Richmond occupational medicine team includes professionals experienced and certified in pulmonary function testing, drug testing, breath alcohol testing and audiometric testing.

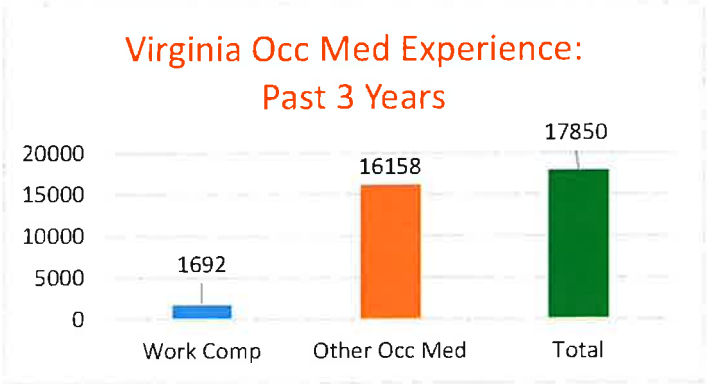
Extensive training is required of all our employees. All staff including physicians, physician assistants, and nurse practitioners train for 80+ hours in their specific discipline, with continued education requirements quarterly in each discipline. Competencies are administered to all front desk, laboratory technicians, and nurses to ensure all are properly trained in each of their areas. All disciplines undergo audits for consistency.

All CareNow lab technicians are certified in the DOT Procedures in accordance with the Federal registry 49 CFR part 40 for breath alcohol and drug screen collections. Drug screen certifications are current. To ensure drug certifications do not lapse, CareNow provides classes for drug screen collection & breath alcohol testing quarterly to our employees. Competency tests are also given to ensure all technicians understand and have been properly trained. Breath alcohol audits are completed quarterly on all technicians. All lab technicians are required to simulate two positive breath alcohol tests per year, to ensure that proper procedures are followed at all times.

CareNow has 30 years of experience and extensive industry knowledge to provide physicals of all types. This includes meeting or exceeding local, state, and federal government regulations and policies for persons providing transportation services utilizing school buses in the state of Virginia.

Since its founding in 1993, CareNow is recognized as the best choice for fast and convenient occupational healthcare in an upscale walk-in clinic environment. Due to high demand for a better occupational medicine provider than what is offered at other competitors, CareNow has expanded nationally into 11 states with 264 locations. Six

years ago, CareNow expanded into Virginia in early 2017. Today we proudly service clients across a wide variety of industries including multiple municipalities, school districts, airlines, large retail chains, construction, hospitality and many more. In December 2022 CareNow grew into Richmond with an additional 10 medical centers. CareNow currently operates 4 occupational medicine specialty centers in and around Richmond. We plan to expand occupational medicine services into all 10 centers 7 days a week.



SUMMARY

Caring Physician with decades of experience providing occupational medicine for numerous top corporations and municipalities in the greater Richmond area. Multi-award winning physician and recipient of Richmond's "Best Doctors" in Occupational Medicine and recognized for "Best Bedside Manners" numerous times.

SKILLS

- Diagnostics
- Occupational Medicine
- Certified Medical Review Officer
- Primary Care
- Internal Medicine
- Certified DOT Examiner

PROFESSIONAL EXPERIENCE

Northern Virginia CareNow Urgent Care	12/2022
Executive Medical Director HCA Richmond Health System	2007 – Present
Executive Medical Director OccuHealth Alliance / Bon Secours Richmond Richmond, VA	2004 – 2007
Executive Medical Director VCU OccuHealth Alliance VCU Health System Richmond, VA	2001 – 2004
Executive Medical Director Occupational Health Program Capital Medical Center Richmond, VA	1995 - 2001

APPOINTMENTS / COMMITTEES

Board of Trustees Capital Medical Center Richmond, VA	2000 - 2001
Chief of Staff Capital Medical Center Richmond, VA	1996 - 2000
Chairman, Medicine Department Metropolitan Hospital Richmond, VA	1994 – 1996

Chairman, Continuing Medical Education 1994-1996
Metropolitan Hospital
Richmond, VA

Committee Member, Bylaws and Credentials Committee 1994-2001
Capital Medical Center
Richmond, VA

EDUCATION AND TRAINING

Doctor of Medicine 1985
Ross University School of Medicine

New York Medical College / St. Vincent's Medical Center 1986-1988
Staten Island, New York

Internship 1985-1986
New York Medical College / St. Vincent's Medical Center
Staten Island, New York

LICENSES AND CERTIFICATIONS

Virginia Board of Medicine #0101-042448
DEA #BA1547706

Diplomat, American Board of Internal Medicine
Certified Medical Review Officer
Certified Medical Aviation Examiner
Certified Hyperbaric Oxygen Therapy
Certified Audiometric Officer
Certified NIOSH-Approved Pulmonary Function Certification
Recipient of Bodine Award

PROFESSIONAL ASSOCIATIONS

American College of Occupational and Environmental Medicine
American Board of Internal Medicine
American Board of Physicians
Richmond Academy of Medicine
Richmond Coalition for a Drug Free Workplace



DENNIS W. RHOADES, D.O.

**ELK REGIONAL MEDICAL CENTER, ST. MARYS, PA
09/00 TO 04/08
Chief of the Medical Department. Vice President of the
Medical Staff.**

**DUBOIS REGIONAL MEDICAL CENTER, DUBOIS, PA
06/84 TO 09/95 AND 09/04 TO 05/08
Chairman of Medical Review Committee. Chairman of CME
Department.**

**TIFT REGIONAL MEDICAL CENTER, TIFTON, GA • 09/95 TO 09/00
Medical Department Chief 1996 to 1998.
Executive Committee Member, Southern Georgia Practice
Management Coalition 1995 to 2000.**

**JEFFERSON COUNTY MEDICAL SOCIETY
President 1986 to 1995. Director of Continuing Medical
Education 1986 to 1995.**

EDUCATION

REGISTERED MEDICAL CODER • 09/00.

FELLOWSHIP • AMERICAN COLLEGE OF MEDICAL QUALITY • 04/88

**FAMILY PRACTICE INTERNSHIP/RESIDENCY • SUBURBAN GENERAL
HOSPITAL, NORRISTOWN, PA • 06/82 TO 07/84
Chief Intern responsible for night coverage schedule.
Chief Family Practice Resident responsible for schedules and
outpatient clinic coverage.**



DENNIS W. RHOADES, D.O.

**DOCTOR OF OSTEOPATHIC MEDICINE • 06/82 • PHILADELPHIA
COLLEGE OF OSTEOPATHIC MEDICINE, PHILADELPHIA, PA**

**BA BIOLOGY • 06/78 • WASHINGTON AND JEFFERSON COLLEGE,
WASHINGTON, PA**

**Magna Cum Laude. Minor in Russian Language. Student
Director of the college Wind Ensemble and Saxophone
Quartet.**

SOCIAL INTERESTS

**Writing. Promoting Holistic Medicine. Musical Performance.
Youth Soccer. Church youth group.**

ABOUT ME

With over twenty years of healthcare experience, I try my best to bring every person to their optimum level of health. I focus on patient centered care and the latest evidence-based research. I am a positive, dedicated, and competent team player.

CONTACT

@ stephanie.schuster@hcahealthcare.com

804-362-1720

Fax 804-362-1717

Richmond, VA



EDUCATION

 JAMES MADISON UNIVERSITY
BSN
2002

 VIRGINIA COMMONWEALTH UNIVERSITY
M.S.N.
2014

STEPHANIE SCHUSTER

NURSE PRACTITIONER

ADULT-GERIATRIC PRIMARY CARE NURSE PRACTITIONER

ANCC BOARD CERTIFIED SINCE 2015

EXPERIENCE

NURSE PRACTITIONER, CARE NOW CLINICS

{December 2022-Present}

Occupational Health Nurse Practitioner at free standing clinic. Perform job related physicals for CMV drivers, healthcare workers, firefighters, police, and various other occupations. Treat acute on-the-job (workers' compensation) injuries and provide follow up care. Order and interpret relevant laboratory and radiology tests. Prescribe suitable medications, physical therapy, specialist consultations, and other treatments for care of injured workers.

NURSE PRACTITIONER, HCA OCCUPATIONAL HEALTH CLINICS

{January 2017-December 2022}

Same as above job, just changed location.

REGISTERED NURSE, ST. MARY'S HOSPITAL

{March 2013-May 2022}

Worked on fast paced Neurosciences Telemetry Unit at a community hospital. Provided care to post-operative brain and spine surgery patients. Monitored patients in epilepsy monitoring unit. Stroke certified and NIH certified nurse for post CVA and TIA patients.

REGISTERED NURSE, RETREAT HOSPITAL

{September 2002-December 2012}

Worked on Intensive Care Unit, Telemetry Unit, and Medical Surgical Unit at a community hospital. Acted as charge nurse and preceptor. Taught clinicals to nursing students.

SKILLS AND CERTIFICATIONS

History and Physicals, Diagnosis and Treatment Plans, FMCSA Certified Medical Examiner, NIOSH Spirometry Technician, CAOHC Audiometry Technician, ACLS and BLS, Drug Screen/ Breath Alcohol Technician

VIVIAN ENDOSO BUENAFE

8020 Lawford Hills Ct Glen Allen, Virginia 23060

Phone: 804-767-9278 Cell: 804-549-8670 E-mail: vivbuenafe@gmail.com

A Family Nurse Practitioner with efficiency in Chronic, Acute, Occupational, Travel, and Wellness care. Can work independently effectively without compromising quality of care.

CORE QUALIFICATIONS

- Registered nurse experience in the field of medical, surgical, trauma and orthopedics.
 - Strong clinical judgment with Excellent Health teaching skills
- Proficiency in computerized charting mostly with EPIC and MEDITECH
 - ACLS, BLS, DEA, & DOT Certified
- Expertise in suturing, casting, closed reductions, wound care, and biopsy
 - Strong knowledge of Chronic Care Model
- Culturally competent care, practiced nursing in South East Asia, the Middle East, and Great Britain
 - Strong medical ethics
- Patient's assessment, diagnosis, planning, and evaluation intervention skills
 - Enthusiastic caregiver
- Ability to manage priorities and meet deadlines without compromising patient quality of care
 - Good communication skills and evidence-based practice advocate.

EMPLOYMENT HISTORY

November 2022- Present: Northern Virginia CareNow Urgent Care, LLC

Nurse Practitioner

- Delivers wellness examination, DOT physical examination, Pre-employment physical Examination, Mental Health Assessment and treatment, Work Related injuries assessment and treatment.
- Delivers urgent care needs for assessment, treatment and referral of pediatric, adult and geriatric population.
- Well woman examination, Preventive Crae. Screening for infectious diseases, Sleep Apnea Screening, Health Care Information communication

February 2021- November 2022 Parham Doctors' Hospital Occupational Health Services

Nurse Practitioner

- Delivers wellness examination, DOT physical examination with needed referral and collaboration, Sleep apnea screening, treatment and monitoring, Smoking Cessation, Occupational hazard prevention and treatment, vaccination, travel

health, administrative health assessment, and pre-employment health physical including drug testing and referrals.

- Involves in the care of patient with Occupational Health Related concern, needing intervention, follow-up care and treatment.
- Care of work-related injuries, collaborating with the specialist for additional care, patient care advocate so that the employee could reach the needed physical and psychological potential to go back to work.
- Care of Service Member for the United States Army Reserves. Determines the Service Member psychological and physiological preparedness for deployment.
- Participates in Audit and screening of diagnostic tools used specific to a job description during Pre-employment physical.
- Participates in the care of HCA employee pre-employment physical health as deem necessary before starting on their position.
- Preventive care Advocate. Health and safety care administration and consultation.

March 2018 – March 2021: CVS MinuteClinic, VIRGINIA

Family Nurse Practitioner

- Involved in the care of patient from 18 months old to Geriatrics. Independently carrying out routine clinical procedures, having full autonomy in making clinical decision base on policy and guidelines.
- Delivered wellness examination, DOT physical examination with needed referral and collaboration, Sleep apnea screening, treatment and monitoring, well-woman care, STI prevention and treatment, Smoking Cessation, Occupational hazard prevention and treatment, vaccination, travel health, administrative health assessment, and pre-employment health physical including drug testing and referrals.
- Assessed, diagnosed, intervene, and evaluated acute complaints.
- Chronic care management: diabetes, hypertension, hypothyroidism, hyperlipidemia, and weight lost.
- Interprets laboratory results, coordinates with patients and family along with PCP and specialist if needed.
- Healthy Lifestyle advocacy is imposed with every patient encounter, obesity prevention and treatment, smoking cessation, blood pressure monitoring and treatment.
- Collaborate with patient's employers if occupational hazards and health maintenance issues identified during patient's physical examination as per policies and guidelines may allow.
- Involved in Travel Health consultation.

January 2018 to June 2019 CrossOver Health Ministry, Richmond, VA

Volunteer Family Nurse Practitioner

Giving Primary Care Intervention to patients with chronic and acute complaints. Effectively renders the care on patients with hypertension, diabetes, thyroid issues, hyperlipidemia, anemia, COPD, Asthma, infectious diseases, dermatological conditions, depression, STI prevention and treatment, and other acute complaints.

Also rendering routine well woman care, annual physical, mental health issues, Smoking Cessation, obesity prevention and treatment. Delivers effective health teachings for health promotion and prevention.

Carry out in-office procedures, such as incision and drainage, wound care, diabetic foot ulcer care, skin biopsy, splinting and casting, and other in-office procedures.

REGISTERED NURSING EMPLOYMENT HISTORY

February 2008 to July 2018

Hospital Corporation of America

Richmond Virginia

Evening Charge Nurse/Clinical Lead/Surgical Health and Safety Officer

Been serving the HCA community as a peri-operative registered nurse, catering three HCA hospitals in Richmond, Parham Doctors' Hospital, Henrico Doctors' Hospital, and Chippenham Medical Center.

- Peri-operative nursing responsibilities involving scrubbing and assisting in surgical cases.
- Been an evening charge nurse for the past 8 years in Parham Doctors' Hospital and a Clinical Lead Nurse in Chippenham Medical Center for the night trauma responder. Assisting trauma doctors on assessment, diagnostic and interventional surgical need
- Functions as a Post Anesthesia Care Nurse when the need arises.
- Responsible for out of hours patient's surgical concerns.
- Functions as a support person for obstetrics and endoscopic personnel.
- Develops sound clinical judgment in all phases of peri-operative trauma cases.
- Responsible for peri-operative departmental concerns during out of hours and weekends.
- Participates in audits, practice evaluation, educational needs, and review of policies and procedures that may affect standards of practice.
- Support the anesthesia team with most patient care needs peri-operatively including assessment, diagnostics, and procedural needs.
- Been serving as a Health and Safety Officer of the department rendering lectures of health related and safety issues, through this effort the staff were encouraged to adhere to health and safety standards. Various risks were identified wherein safety need of improvement was communicated and improved.

July 2003 to December 2007 (Full time 36-42 hours/week)

Cardiff and Vale NHS Trust, United Kingdom

Senior Theatre Practitioner

- This is where I started a full training for post Anesthesia care nursing. My peri-operative study on peri-operative warming helped my department with perioperative hypothermia management.
- Mostly with the ophthalmology team, involved in resolving waiting list concerns for patients requiring surgery and follow-ups. My enthusiasm to work during weekends helped lessen the burden of delayed surgical interventions on most of the geriatric patients within the NHS (National Health System).

- Participated in patient's pre-admission testing to assess their physical and psychological needs to determine clearance for surgery.

March 1998 to March 2000 (Full time 36-42 hours/week)

Alexandra Hospital, United Kingdom

Operating Theatre Nurse

- A Medical-Surgical Setting with mostly orthopedics and ophthalmology cases, this is one of the private facilities in Britain, helping with the NHS (National Health System) waiting lists problem.
- Involved mostly in scrubbing and assisting surgical cases. Some post Anesthesia care experience.

EDUCATION

June 2017

South University

Georgia, USA

Master of Science in Nursing, Family Nurse Practitioner

Board Certified through American Academy of Nurse Practitioners, October 2017

July 2006

Cardiff School of Nursing and Midwifery

Cardiff, Wales, United Kingdom Nursing

Diploma in Peri-operative Nursing

March 1994

University of San Agustin

Iloilo City, Iloilo, Philippines Nursing

Bachelor of Science in Nursing



Theodore F. Shults, MS, JD
Chairman
(919) 489-5407

American Association of Medical Review Officers

August 26, 2019

Verification of Certification for: Brian Heinen, Sr., M.D.
Heinen Medical Review
151 Leon St.
Eunice, LA 70535

Certification Number: 991003119

Current Certification Date: August 23, 2019

Certification Expiration Date: August 23, 2024

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers (www.aamro.com).

Theodore F. Shults, J.D., M.S.
Chairman

References

Loudoun County Public Schools

21000 Education Ct
Ashburn VA 20148
Gary Gearhart
Human Resources Supervisor
571-252-1695
Gary.Gearhart@lcps.org
January 1st, 2022 to present.

County of Henrico

7740 Shrader Rd., Suite A
Henrico, VA 23228
Liz Warden
Employee Health Services Division Manager
804-501-1600
War043@henrico.us
Partners with HCA Occ Health from 2001-Nov 2022
Partners with CareNow from Dec 2022 to present

JK Moving Services

44112 Mercure Circle
Sterling, VA 20166
Diana Sutherland
Safety & Compliance Administrator
703-574-6748
Diana.Sutherland@jkmoving.com
Partners since 2017

Contact Information

Scott Poston

Assistant Vice President of Urgent Care Operations
CareNow Urgent Care
832-819-6924
Robert.Poston@hcahealthcare.com

Dr. Rhoades

Regional Market Medical Director
CareNow Urgent Care
843-957-1874
Dennis.Rhoades@hcahealthcare.com

Lidy Ruiz

Area Practice Manager
CareNow Urgent Care
347-820-0807
Lidymar.Ruiz@hcahealthcare.com

Steve Wenzel

Occupational Medicine Sales Rep
CareNow Urgent Care
703-789-4739
Steve.Wenzel@hcahealthcare.com

Exceptions

None

Assumptions

None

Appendices

None