

**Administrative Letter of Agreement for Mobile Mammography Services**

May 20, 2016

Shelley Loughrey, PHR  
Director of Benefits Administration  
301 S/E Inner Loop, Suite 108  
Georgetown, TX 78626

Dear Shelley,

This Administrative Letter of Agreement (“ALOA”) will confirm the terms and conditions under which Seton Healthcare Family Austin d/b/a Seton Cancer Screening will provide the following services to the female employees and spouses and dependents of employees (“employees” or “patient”) of Williamson County (“WILCO”) who are covered under WILCO’s employee health benefit plan, which is administered by AETNA Insurance (“insurer”).

Types of Service:

- Digital Screening Mammography

**Dates:** These services will be provided on September 8, 2016 at the San Gabriel Community Center, 445 E. Morrow Street, Georgetown, Texas and Mobil RV will be located on site from 8:00 a.m. to 4:00 p.m.

**Description of Services:** Attached as Exhibit A to this ALOA are sheets summarizing the services that Seton will provide. Seton reserves the right to refuse the services to any person, if in the reasonable judgement of the Seton staff, the services should not be provided to the person, if the person refuses to sign the required consent forms or ultimate responsibility for payment form, or for any other reason that does not conflict with non-discrimination provisions of an existing agreement between Seton and the insurer.

**Cancellation of Service:** Seton requires a minimum of 15 scheduled clients for mammography screening. If these minimums are not met by at least one week prior to the screening then Seton reserves the right to cancel the screening event. Seton will notify Shelley Loughrey, the contact representative of cancellation one week prior to the event.

**Seton Personnel:** Seton also represents and warrants that all Seton and Austin Radiological Association personnel providing services under this ALOA shall hold all appropriate federal, state, and local licenses and certifications to provide the services. Seton shall maintain general and professional liability insurance covering liability claims arising from the delivery of services.

**No Discrimination:** Seton shall provide the services without regard to any patient’s race, national origin, color, creed, religion, gender, sexual orientation, marital status, disability or age.

**Confidentiality of Patient Information:** Seton is required by law and regulation to maintain the confidentiality of all patient information, including without limitation name, address, Social

Security number and date of birth, and agrees to keep all such information in the strictest confidence. Seton shall not disclose any patient information to any third party without the written consent of the patient, or as may otherwise be allowed by law.

**Fees:** In consideration for providing these services, Seton Cancer Screening Program will be a preferred provider for screening mammography services through contractual agreement with the patient's health plan to provide mammography services. Rates will be determined through Seton Managed Care and appropriate discounts assigned per insurers agreements with Seton Healthcare. Patient's health plan will be invoiced within one month of services. Services provided by Seton Cancer Screening Program that do not have a reimbursement rate assigned in the agreement between insurer and Seton Healthcare will be reimbursed at seventy-five percent (75%) of billed charges.

**Compliance with Law:** The parties shall comply with all applicable federal, state, county, municipal and local laws, rules, codes, ordinances and regulations ("Laws") now or hereafter in effect at all times during the term of this ALOA, including without limitation the federal Mammography Quality Standards Act

**Governing Law:** Irrespective of the conflict of laws doctrine, this ALOA shall be governed in accordance with the laws of the State of Texas. Williamson County, Texas shall be the sole and exclusive venue for any proceeding between the parties that may be brought or arise out of this ALOA.

**Conflict with Existing Agreement:** If the services provided by Seton Cancer Screening are being reimbursed under the terms of an existing agreement between Seton Healthcare and the insurer, and if there is a conflict between the terms of the agreement and this ALOA, the terms of the Agreement will prevail.

If WILCO is in agreement with the terms of this ALOA, please indicate as such by signing below and fax or scan a copy back to me at 512-324-3374 as soon as possible. The signed original should be mailed back to me at Seton Cancer Screening, 1301 West 38th Street, Suite 703, Austin, TX 78705

Sincerely,

Dawn Parsons, RN, OCN  
Clinical Manager Seton Cancer Screening

ACCEPTED AND AGREED BY \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**

## Description of Seton's Mobile Screening Mammography Services

- a. Seton's Mobile Mammography Unit is fully certified by the Texas Department of State Health Service and Mammography Quality Standards Act (MQSA). Furthermore our program is fully accredited by the American College of Radiology. Austin Radiological Association (ARA), the same group of specialized physicians who review all Seton Healthcare Network imaging studies, interprets all our mobile unit screening mammograms.
- b. The worksite / corporation / company at which the patients are screened are responsible for advertising the screening and takes responsibility for employee awareness of this program.
- c. Seton Cancer Screening (SCS) will provide all information for company advertisement and Seton Central Scheduling will schedule all appointments by phone at (512) 324-1199
- d. Seton Cancer Screening currently charges \$366.75 per screening mammogram. Actual reimbursement may vary based upon the patient's insurance plan benefits and any discount this insurance company has with the Seton Healthcare Family. This fee is also subject to change without notice.
- e. Women must meet the following American College of Radiology and American Cancer Society guidelines for screening mammograms: at least 40 years of age, no history of breast cancer, no synthetic breast implants, not currently breast feeding (must be at least 6 months post-breastfeeding), not currently pregnant and no possibility of being pregnant, at least one year since last mammogram, no breast difficulties such as distinct lumps, nipple discharge, redness, or enlarged breasts.
- f. When scheduling an appointment, patients must provide a referring physician, facility name and date of last mammogram, and insurance coverage plan.
- g. Women cannot wear powder or deodorant at the time of the screening.
- h. A qualified mammogram technologist will perform the digital screening mammograms (about 1 every 20 minutes). Therefore, approximately 21 patients can be screened in an 8-hour day. Seton Cancer Screening requires at least 15 patients for a screening event. If there are not at least 15 patients scheduled by at least one week before the screening, that screening day will be cancelled and clients as well as worksite coordinator will be notified.
- i. Seton Cancer Screenings Mobile Mammogram RV unit is 39 feet long and 12 feet 9 inches tall and requires ample parking space that is level in order to provide quality services safely. Site visits will be done prior to any new screening event to ensure appropriateness prior to the date of scheduled screening occurrence.
- j. Patient privacy and confidentiality will be respected throughout the exam. Permission for release of medical information will be obtained to assure proper follow-up.
- k. The mammograms will be interpreted by an ARA radiologist no later than five business days following the screening examination and will be compared with previous mammography films, if any, which are made available to Seton by the patient or her physician.
- l. A report will be mailed by ARA to the patient and her referring physician within 30 working days after the screening. \*Any abnormal results will be faxed by ARA to the referring physician as soon as possible, usually within 7 working days after the screening.
- m. Seton Cancer Screening registered nurses (RN) will follow up all abnormal results by telephone calls to the patient to encourage discussion of the significance of the results with her physician (or linking her with one if she does not have a physician), following through with recommended diagnostic procedures, and answering any detection or potential treatment questions that she may have. These RNs will follow a client until it is certain that she has completed diagnostic follow-up, is under the care of a physician who will assure follow-up, or notified us that she does not intend to follow radiologist's recommendations. If she is

diagnosed with breast cancer, the Seton cancer screening nurses will assist the patient by referring her to a community treatment provider.

- n. Mammogram films, images and reports will be stored by Seton Cancer Screening for ten years following a screening per Mammography Quality Standards Act (MQSA) and Health Insurance Portability & Protection Accountability Act (HIPAA) regulations.

SETON CANCER SCREENING  
**Seton Healthcare Family**  
**CONSENT FOR BREAST CANCER SCREENING AND PREVENTION**

- ☐ I consent to a cancer screening assessment by a certified cancer screening nurse. This will involve a written and/or verbal risk analysis and a physical assessment of the breast. Referrals to physicians will be made when areas are identified that needs further screening or follow-up.  
I understand that this assessment does not take the place of a physical examination by a physician.
- ☐ I consent to a screening mammogram. I understand and agree that the Seton Healthcare Family, their agents or employees are not liable for any incorrect diagnosis or any failure to diagnose cancer through these screenings.
- ☐ I do hereby authorize Seton Cancer Screening to obtain all information relative to the conditions, findings, diagnosis and prognosis that is contained in my health record from any Physician doing the follow-up for this screening.

**PLEASE SEND RECENT MAMMOGRAM FILMS OR CD'S TO:**

**Seton Cancer Screening  
Medical Park Towers Building  
1301 E. 38<sup>th</sup> Street, Suite 703  
Austin, TX 78705**

- ☐ If for any reason my insurance is not in effect as of today, I will be billed, and agree to pay, for the full amount of this mammogram, which is \$366.75. Whatever portion is not paid by my insurance I will pay the amount stated as patient's responsibility. \_\_\_\_\_(Patient Initials)

☐ I have been given a copy of Henda's Law Notice. Initials: \_\_\_\_\_

☐ Acknowledgment of receipt of Privacy Notice. Initials: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SS # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PHYSICIAN NAME: \_\_\_\_\_

PHYSICIAN PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

CERTIFICATE OF COVERAGE				Issue Date: 7/1/2015 Certificate #: AH 7836	
<b>Producer</b> Ascension Risk Services P.O. Box 46944 11775 Borman Drive, Suite 300 St. Louis, MO 63146 coi-credrequests@ascensionhealth.org		This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded below.			
<b>Covered Entity</b> Seton Family of Hospitals  1345 Philomena Street Austin, TX 78723		<b>Trust Plan Letter</b> A Ascension Health Alliance Self-Insurance Trust Account			
COVERAGES					
This is to certify that the coverage listed below has been issued to the Covered Entity named above for the period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded as described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown are minimum liability limits required and may have been reduced by defense costs and paid claims.					
TRUST PLAN LTR	TYPE OF COVERAGE	TRUST PLAN	EFFECTIVE DATE	EXPIRATION DATE	MINIMUM LIABILITY LIMITS
A	<b>General Liability</b> <input type="checkbox"/> Occurrence <input checked="" type="checkbox"/> Claims-Made	#805 1522-0400	7/1/2015	7/1/2016	General Aggregate
					Products-Comp/Op Agg
					Personal/Advertising Injury
					Each Occurrence
					Med Exp (Any One Person)
					Unlimited
					Unlimited
					\$1,000,000
					\$1,000,000
					\$5,000
A	<b>Professional Liability</b> <input type="checkbox"/> Occurrence <input checked="" type="checkbox"/> Claims-Made	#805 1522-0400	7/1/2015	7/1/2016	\$1,000,000 Each Medical Incident Unlimited Aggregate
	<b>Professional Excess Liability (Claims-Made Coverage)</b>				Each Medical Incident
	<b>Extended Reporting (Tail):</b>		Effective Date: Retro Date:		
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / SPECIAL ITEMS:</b> DBA University Medical Center at Brackenridge  Limits are not pyramiding or stacking if more than one coverage applies to the same claim. Except where otherwise required by law, all insureds share the limits of liability.					
<b>Certificate Holder</b> Seton Healthcare Family 1345 Philomena Street Austin, TX 78723		<b>Cancellation Clause</b> Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.			
		<b>Authorized Representative</b> <i>Sandra R. Boilte</i>			