

Schedule A/B
POSITION #OCDMH0003
Psychiatrist/Psychiatric Nurse Practitioner-On Call

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name _____ ("CONSULTANT") to the County of Orange, Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the COUNTY to the CONSULTANT for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health Contract Services RFQ #OCDMH-CS-18 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

1) CONSULTANT shall meet the following qualifications:

- Valid license to practice medicine as MD, DO or NP in Psychiatry in New York State; **and**
- Possess Drug Enforcement Agency (DEA) license to prescribe medications; **and**
- Possess National Provider Identifier (NPI) Number; **and**
- Possess at least one (1) year experience working within a community mental health clinic setting

2) CONSULTANT shall possess the following skills:

- Experience with various software applications
- Experience with electronic record keeping
- Ability to effectively communicate and interface well with the public
- Effective writing skills
- Sound professional judgment

3) CONSULTANT will provide after hours "on call" diagnostic psychiatric services for the forensic mental health clinic working with corrections and medical provider at the Orange County Correctional Facility. The scope of work includes but is not limited to the following:

- provide access to prescription orders for Correctional Medical unit when the jail mental health clinic is closed; and
- authorize continuing medication on existing prescriptions that have been verified for inmates who have been taking medication prior to incarceration; and
- provide telephone consultation as needed to clarify questions about existing psychotropic medication orders; and
- conduct an on-site evaluation of an inmate if necessary; and
- provide direction to Correctional Medical unit in the assessment of emergencies and referral to the mental health unit of the Orange Regional Medical Center; and
- consult with the Correctional Medical unit and Jail Clinic staff to ensure quality-continuing care; and
- provide a response within 30 minutes of receipt of a request; and

- maintain a valid New York State license and certification to practice; and a Federal Drug Enforcement Administration (DEA) License to prescribe medications; and a National Provider Identified (NPI) number; and
- adhere to clinic operational policies and procedures, OCDMH Corporate Compliance Plan and Code of Ethics; and
- complete all clinical documentation using the OCDMH electronic medical record software (MyAvatar) either concurrently or no later than one (1) business day from the date of service for each patient; and
- function as a member of the clinic inter-disciplinary team by participating in case-conferencing with staff and incident-review committee investigations, as needed; and
- respond to inquiries via phone and email in a timely fashion; and
- effectively communicate and interface well with professionals and those served

Service Hours/Units

The CONSULTANT shall perform the required services during the hours specified by the Department of Mental health, and for the number of hours, which the Department of Mental Health and the CONSULTANT mutually agreed upon in writing, from time to time.

The CONSULTANT will provide services on-call, during hours the Forensic Clinic is not operations, during the hours, Monday 9 pm – Tuesday 7 am, Tuesday 9 pm – Wednesday 7 am, Wednesday 9 pm – Thursday 7 am, Thursday 9 pm – Friday 7 am, Friday 9 pm – Saturday 9 am, Saturday 1 pm – Monday 7 am and twenty-four (24) hours on ALL holidays the clinic is closed. The after-hours service will include, but is not limited to evenings, weekends and holidays.

The total amount paid is not to exceed \$_____for the above on-call services.

No additional time by CONSULTANT shall be compensated without prior written approval of the Department of Mental Health and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and CONSULTANT.

Service Location(s)

Service shall be provided at the Orange County Correctional Facility and/or via telephone and/or email as applicable to the service request and required for standards of care. The COUNTY reserves the right to change service locations during the term of the Agreement on an as needed basis. CONSULTANT agrees to work in any service location within Orange County.

Billing for Services

CONSULTANT shall invoice the COUNTY on a weekly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

COUNTY RESPONSIBILITIES

The COUNTY will:

- supply the CONSULTANT with prescription pads indentifying the clinic, the CONSULTANT'S name and National Provider Identification number; and provide a designated, locked location for these pads within the clinic; however, the CONSULTANT shall be solely liable for the care and custody of these pads at all times when not locked in the designated location; and
- allow use of equipment such as the copy machine, fax, computers, etc. and provide access to supplies as needed and with prior approval; and

- for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-18 and the Agreement, compensate CONSULTANT at \$_____ per day.

Revised 5/12/19 rfl