

Schedule A/B  
POSITION #OCDMH0004  
**Psychiatrist; or Child Psychiatrist; or Child Psychiatrist-Spanish Speaking**

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-23 and the Agreement for Consultant Services ("Agreement").

### **CONSULTANT RESPONSIBILITIES**

1) CONSULTANT shall meet the following qualifications:

- Valid license to practice medicine in New York State; **and**
- Certification in psychiatry by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry; **or** be eligible to be certified by either Board; **and**
- Where applicable, satisfactory completion of a training in child and adolescent psychiatry approved by the American Board of Psychiatry and Neurology; **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 in a mental health and/or substance abuse treatment setting
- To qualify as a Child Psychiatrist- Spanish Speaking, fluency in Spanish is required (Communication, reading and prescribing)

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) As a member of the mental health clinic team, CONSULTANT will carry a caseload the scope of work includes, but is not limited to, the following:

- psychiatric assessment, medication management, crisis assessment and intervention, treatment planning; psychiatry sessions, case transfer; and
- As requested by the department and in agreement with the vendor, vendor will complete specialty evaluations including a written report and court testimony if required.

- maintain a valid New York State license to practice medicine; and certification to practice psychiatry; and a Federal Drug Enforcement Administration (DEA) License to prescribe medications; and a National Provider Identified (NPI) number; and
- where applicable, adhere to all New York State Office of Mental Health Part 599 Regulatory Guidelines as well as all New York State Medicaid service-delivery and billing requirements as outlined in 14 NYCRR Parts 587 and 588; and
- adhere to mental health 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 (Avatar) 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; and

#### Service Hours/Units

CONSULTANT shall provide up to \_\_\_\_\_ hours of services/coverage per week for 50 weeks per year. Hours shall be agreed upon by the COUNTY and CONSULTANT on a monthly/weekly or quarterly basis. No guarantee of the number of hours of service/coverage is made by the COUNTY.

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 may be provided primarily in Port Jervis, Newburgh and/or Goshen, but there may be a need to travel to other locations to conduct activities as delineated above. 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 at least a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

### **COUNTY RESPONSIBILITIES**

The COUNTY will:

- supply the CONSULTANT with blood pressure monitoring equipment and access to use of a scale to measure height, weight and body mass index; and
- 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-23 and the Agreement, compensate CONSULTANT at \$ per hour.