

OMB Approval No. 0938-0685

## SECTION 9: FOR FUTURE USE

This section has been intentionally omitted.

## SECTION 10: STAFFING COMPANY

The purpose of collecting this data is to develop effective internal controls to promote adherence to applicable Federal and State laws.

A staffing company is an organization that contracts with health care professionals to furnish health care at medical facilities (such as hospital emergency rooms) where it is also under contract (or some similar agreement) to furnish such services. A staffing company cannot bill Medicare in the staffing company's name for medical services or supplies furnished under this arrangement. If the supplier has an agreement/contract with a staffing company to furnish services to Medicare beneficiaries, complete this section. At any time, the carrier may request a copy of the agreement/contract signed by the supplier and the staffing company.

- A. Check Box** - If the supplier does not work for (or is not under contract with) a staffing company, check the box provided and skip to Section 13. If the supplier has been hired by (or is under contract with) a staffing company, complete the appropriate fields of this section with information about the staffing company.
- B. 1<sup>st</sup> Staffing Company Name and Address** - Indicate if this supplier is making a change concerning its relationship with a staffing company by checking the appropriate box "add," "delete," or "change." Provide the new information and the effective date of the change, and sign and date the certification statement. Otherwise:
1. Furnish the legal business name and tax identification number of the staffing company.
  2. If applicable, furnish the staffing company's "doing business as" (DBA) name. If the reported staffing company uses more than one DBA name with this supplier, report all that apply for Medicare claims.
  3. Furnish the complete mailing address, telephone number, fax number and e-mail address for the staffing company.
- C. 1<sup>st</sup> Staffing Company Contract/Agreement Information** - The enrolling supplier must respond to the questions listed to verify that it fully understands and comprehends its contract and that it plans to adhere to all Medicare laws, regulations, and program instructions. At any time, the carrier can request a copy of the agreement/contract signed by the supplier and the staffing company.
- D-E. 2<sup>nd</sup> Staffing Company** - Sections D and E are to be used to report information on a 2<sup>nd</sup> staffing company that the supplier may be working for (or under contract with) to provide medical services. See instructions for Sections B and C above.

## SECTION 11: SURETY BOND INFORMATION

This section has been intentionally omitted.