



February 22, 2010

FirstName E.F. Name, MD, MPH
Senior Vice President and Medical Director
Large Medical Center
Avenue
City

RE: Consulting Services

Dear Dr. Name,

OEHN appreciates the opportunity to submit this proposal for providing Consulting Services to the employee/occupational health department Large Medical Center.

Please call me directly (000-000-0000) if there are clarifications or questions regarding this document. We again, thank you for the opportunity.

Regards,

Joe Name1
COO

Cc



LMC Interim Consulting Proposal

Proposal Submitted by:

Occupational and Environmental Health Network
Marlborough, MA

Proposal Submitted to:

Large Medical Center
Consulting Services

Version 1.0

Date Published: Date



Please be advised information in this document is confidential and proprietary and meant for the sole use of Large Medical Center and Occupational and Environmental Health Network (OEHN).



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About OEHN

The Occupational and Environmental Health Network (OEHN) provides premier employee health solutions for corporate and hospital occupational health departments throughout New England. OEHN has become the recognized leader in this field by providing an expert body of knowledge to employers, insurers, employees and healthcare providers.

OEHN is supported by a team of Board Certified Occupational Health physicians, program management staff, project managers and consultants who excel in their field. Our network of hospital partners and local, regional and national network of occupational medicine resources provide corporate organizations, hospitals, disability management providers, educational institutions and the government with a comprehensive portfolio of occupational medicine solutions.

Solution

OEHN has the vast knowledge, experience and expertise which the Large Medical Center (LMC) Employee Occupational Health Services (EOHS) is seeking. OEHN has a significant background in delivering occupational health services to premier hospitals, universities and leading edge corporations. These best practice engagements will be applied to support the project initiative with LMC. OEHN's integrated clinical and business approach will support LMC's future state business requirements.

Large Medical Center - Requirements

OEHN has been asked to submit a proposal for an Interim Operations Advisor, Clinical Resource Consultant and Interim Medical Director to support a transition plan and key initiatives across the LMC EOHS department. These resources will work in cooperation with the on-site IT manager, clinical resources, executive management and other key stake holders associated with the EOHS program.

In cooperation with EOHS, OEHN will be responsible for the development of a Master Plan which will identify the key initiatives, owners, required resources and outcomes associated with this Master Plan. This plan will lay the foundation for a viable EOHS department restart.

Interim Operations Advisor Service Delivery Model

The Interim Operations Advisor will provide onsite consulting for 16 hours per week for 3 months beginning April 1, 0000. The role will report to the LMC Senior Vice President of Quality, (Ken Name).

The Interim Operations Advisor is responsible for the overall management and execution across the core planning initiatives within the BOHC Master Plan document. This role will commence on Date. It is recommended that the assigned management resource (Project Manager from LMC) report directly to the Interim Operations Advisor for project execution and business efficiency benefits.

Scope of services:

- Lead the Master Plan to execution within the assigned three month engagement time frame.
- Work in cooperation with the Senior VP of Quality and assigned LMC Project Manager to manage and execute key planning initiatives within the project plan.
- Collaborate with the Interim Medical Director, Interim Clinical Resource, key LMC stakeholders and Project Manager (Matt Rabesa) to implement clinical and operational changes as needed within the scope of the master plan, such as the transition to a new organizational structure, change to an integrated service delivery model, etc.

- Provide leadership and oversight for the implementation of a future state EOHS system.
- Be accountable for weekly briefings and status reports for the LMC Senior Vice President of Quality, as well as the LMC Project Manager.

Interim Medical Director Service Delivery Model

The Interim Medical Director resource will provide onsite services for 16 hours per week for 3 months beginning Date.

The LMC Interim Medical Director will interface with the Interim Operations Advisor during the duration of this project. Issues, inquiries or clarifications beyond the advisory consultant role, will be referred to the Sr. VP of Quality. OEHN reserves the right to provide additional resources for this engagement in an effort to meet project deadlines. Additional consultant resources are included in overall consultant fee.

The following Interim Medical Director Leadership Oversight initiatives will support the short term transition plan.

- On-going education within certain components of Occupational Health Disability management and diagnosis of work related injuries and diseases
- General assessment and consultation regarding a healthier work environment
- General medical assessment and referral information
- Assistance with the development, review and approval of policies and procedures related to health and safety services
- Employee Health Exams and as required employee health clinical services
- Conduct clinical services in partnership with current LMC administrative and clinical staff
- Review medical questionnaires

Other Interim Medical Director services will include:

- Compliance with regulations important to occupational and environmental health, including those regulations essential to workers' compensation, accommodation of disabilities, public health, worker safety, and environmental health and safety.
- Determine if a worker can safely be at work and complete required job tasks and provide guidance to the employee when there is a need for integration of an employee with a disability into the workplace.
- Develop, evaluate, and manage medical surveillance programs for the work place. Apply primary, secondary, and tertiary preventive methods.
- Assess if there is risk of an adverse event from exposure to physical, chemical, or biological hazards in the workplace or environment. If there is a risk with exposure, then that risk will be characterized with recommendations for control measures.

Interim Clinical Resource Service Delivery Model

The Interim Clinical Resource will provide onsite consulting as needed for approximately 6 hours per week for 3 months beginning Date. The role will report to the Interim Operations Advisor.

The Interim Clinical Resource will provide clinical services to the BOHC LMC including assessment of return to work (Worker's Compensation) procedures, injury management protocols, and development of SOPs. In addition, the Interim Clinical Resource will work in conjunction with the Interim Medical Director to enhance research surveillance competencies and a comprehensive internal service delivery model, transitioning to an integrated direct care model, the development of reporting metrics. This resource will also develop and implement job descriptions associated with the clinical roles across LMC EOHS.

The Interim Clinical Resource will provide executive briefing updates as required and will report to the Interim Operations Advisor.



OEHN Requirements

OEHN will require appropriate resources during this engagement, including: office area for confidential meetings, access to LMC (security badges), support of this program by senior management, including a description and promotion of OEHN's role and responsibility to all EOHS staff during this engagement as well as the positioning of support and commitment by LMC senior management.

Agreement

OEHN proposes a written Contract follow the LMC approval of this proposal.

Fee Schedule – Effective Date to Date2

Note: Hours are subject to change based on the requirements and needs of LMC.

Interim Operations Advisor Fee	
Hourly Rate:	
Hours/Week:	
Number of Weeks:	
Total Advisory Fee:	

Interim Clinical Resource Fee	
Hourly Rate:	
Hours/Week:	
Number of Weeks:	
Total Fee:	

Interim Medical Director Fee	
Hourly Rate:	
Hours/Week:	
Number of Weeks:	
Total Fee:	

Combined Fees	
Interim Operations Advisor Fee:	
Interim Medical Director Fee:	
Interim Clinical Resource Fee:	
Total Combined Fees:	

*Service fee calculation for the Interim Clinical resource is a variable number based on requirements.

***Standard commission fee will be based on average Medical Director contractor rate within City based hospital systems.

Consultant Profiles

Major resources that will be provided to LMC are shown below. A complete CV or resume will be provided upon request.

Joe Name1, MBA

COO OEHN, Project Leader

Joe Name1 is Occupational & Environment Health Network (OEHN) Chief Operating Officer. He has over twenty years experience within the operations, sales and marketing functions. Joe has conducted employee/occupational health department reviews in numerous hospital settings over the last five years.

As Chief Operations Officer, Mr. Name1 is currently responsible for overall business operations for OEHN situated in Marlborough, MA.

Mr. Name1 is a former Vice President at State Street Corporation within their Investment Management Outsourcing market. He has managed and directed regional, national and international sales teams for companies such as AT&T. He has a strong track record in organizational consulting, including: strategic planning, operations review, service delivery model, business model and organizational structure and design. Joe is a national speaker and has written many papers on occupational health topics.

Joe has presented at the national ACOEM conference and numerous regional lectures on Health and Productivity Management. Joe is also an Adjunct Professor. He has taught at the college level within the marketing, management and human resources curricula areas. Joe has an MBA and Advanced Management Certificate from Boston University.

Anne Name2, NP-C, MSN

Senior Consultant

Anne Name2, NP-C, MSN is a graduate of Simmons College Adult Nurse Practitioner and Master in Nursing Program with an Occupational Health concentration. As a provider of occupational healthcare and expertise, Ms Name2 brings hands-on experience and new solutions to the arenas in which she serves. Her current OEHN consulting role includes assisting Covidien, Inc. to standardize healthcare services through guideline development, education, and the introduction of a travel medicine program.

Having left her imprint at Fortune 500 companies, such as Polaroid, Bayer, and Raytheon, she imbues solutions with knowledge of policy formation, medical protocol definition, electronic medical record implementation and medical surveillance programming acumen. At Polaroid, Ms Name2 was instrumental in introducing smoking policy initiatives and corporate-wide wellness programs. At Bayer, Ms Name2 began a four year workstation evaluation process, an educational program and team development that led to a marked reduction in repetitive trauma injuries and lost time. The lost work day tally decreased from over 400 lost work days in one year to 4 lost work days just four years later. At Raytheon, Ms Name2 program managed the implementation of an electronic medical record system in 26 domestic health centers, while managing expatriate medical evacuations, leading a medical surveillance corporate team and coordinating an enterprise AED program. A talent for bringing diverse voices and needs together and solving a common issue is a trait that permeates her work, as is a common sense approach. Ms. Name2 is a member of the American Association of Occupational Health Nurses.

Tanya Name3

Project Coordinator



Tanya Name3 has been with Occupational and Environmental Health Network (OEHN) located in Marlborough, MA since 2006. She works collaboratively with OEHN Senior Management and Program Managers in Employee Health across New England to deliver Client Relations and Account Management initiatives. Tanya is a graduate of Babson College and recently earned her designation as SPHR (Senior Professional Human Resources).

Valerie Pederson

Documentation Specialist

Valerie Pederson has been with OEHN since 2004. She has worked collaboratively with OEHN writing, editing, and managing their documentation. Valerie has over 20 years of business writing experience at companies in the high tech and medical industries. She is the author of two books. Valerie is a graduate of UMass, Dartmouth, holds a Graduate Certificate in Technical Writing from Clark University, and has attended a number of other additional business, writing and computer courses.

Valerie Pederson will provide Project Management expertise and work in collaboration with the OEHN project team, and as needed LMC key stakeholders to effectively manage the core document related components of this project. Valerie Pederson will ensure that all documents submitted by OEHN will be clear, readable and concise.