

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Health Agency - Behavioral Health Services	(2) MEETING DATE June 6, 2006	(3) CONTACT/PHONE Karen Baylor, Ph.D. Behavioral Health Administrator (805) 781- 4734	
(4) SUBJECT Request to approve a FY 2006-07 renewal contract with Benjamin Hartwick to provide transcription services for the Health Agency's Behavioral Health Services. <span style="float: right;">(Clerk's File)</span>			
(5) SUMMARY OF REQUEST Mr. Hartwick provides Mental Health with needed transcription services for its Psychiatric Health Facility (PHF). Physician dictated tapes are transcribed as documentation to be entered into the patients' medical records. Each patient receives a "history and physical" examination on admission to the PHF and a "Discharge Summary" upon discharge. Transcription services also include legal correspondence pertaining to patient holds and conservatorships. The service provides the necessary flexibility to assure timely completion of documents seven days per week. Physician dictated tapes are accessed through a confidential computer link that allows completed documents to be sent directly to Mental Health's Medical Records.			
(6) RECOMMENDED ACTION It is recommended that the Board approve a renewal contract for FY 2006-07 with Benjamin Hartwick to provide transcription services for the Health Agency's Behavioral Health Services.			
(7) FUNDING SOURCE(S) Federal, State, Private insurance, Client, County	(8) CURRENT YEAR COST \$26,400.	(9) ANNUAL COST \$27,400.	(10) BUDGETED? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Personnel, Risk Management, County Counsel			
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____			
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All	(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(15) Maddy Act Appointments Signed-off by Clerk of the Board <input checked="" type="checkbox"/> N/A	
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)	(17) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input checked="" type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(19) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) _____	(21) W-9 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	(22) Agenda Item History <input type="checkbox"/> N/A    Date 10-18-05	
(23) ADMINISTRATIVE OFFICE REVIEW  <div style="text-align: center; font-size: 2em; font-family: cursive;">OK</div> <div style="text-align: right; font-size: 2em; font-family: cursive;">B-17 (6-6-06)</div>			

# BEHAVIORAL HEALTH SERVICES

COUNTY OF SAN LUIS OBISPO



Reply to:

**MENTAL HEALTH SERVICES**  
2178 JOHNSON AVENUE  
SAN LUIS OBISPO, CALIFORNIA 93401-4535  
(805) 781-4700  
(805) 781-1273 FAX

To: Board of Supervisors

From: Karen Baylor, Ph.D., Behavioral Health Services Administrator 

Date: June 6, 2006

Subject: Request to approve a FY 2006-07 renewal contract (Clerk's File) with Benjamin Hartwick to provide transcription services for the Health Agency - Behavioral Health Services/Mental Health.

RECOMMENDATION:

It is recommended that the Board approve a FY 2006-07 renewal contract (Clerk's File) with Benjamin Hartwick to provide transcription services for the Health Agency - Behavioral Health Services/Mental Health.

DISCUSSION:

Mental Health has need for transcription services for its Psychiatric Health Facility. Each patient receives a "history and physical" examination on admission to the inpatient unit. Physician dictated tapes must be transcribed and documentation entered into the patient medical record within 24 hours of the exam. Patient "Discharge Summaries" and pertinent legal correspondence pertaining to client holds and conservatorship hearings must also be processed in a timely manner. Because the volume of transcription work closely parallels patient census fluctuations, volume varies widely from day to day.

Mr. Hartwick has provided reliable and accurate transcription services for Mental Health since March of 2005. He provides Mental Health the needed flexibility in scheduling to assure timely completion of documents seven days per week. He is able to accomplish this through a confidential computer link from his place of business that allows access to stored dictation tapes and sends completed documents directly to Mental Health's Medical Records Office.

OTHER AGENCY INVOLVEMENT/IMPACT:

County Counsel has reviewed and approved the contract as to form and legal effect.

B-17  
2

FINANCIAL CONSIDERATIONS:

The proposed rate of compensation for this vendor is 11.5 cents per line. This represents a modest increase over the FY 2005-06 rate of 11 cents per line. Average monthly service volume for the first ten months of FY 2005-06 has been approximately 20,000 lines, at a cost of \$2,200 per month. At the current service volume, the rate increase to 11.5 cents per line would raise the cost to \$2,300 per month, or \$27,600 annually.

Transcription services are not expected to exceed the maximum contract amount for FY 2006-07, and will require no additional General Fund dollars. These services are part of the psychiatric service rate charged through the Mental Health billing system. As such, they are reimbursed from a combination of Federal, State, private insurance, client and County funds depending on the financial sources available for the client being billed.

RESULTS:

Through the reliable and timely transcription services provided by this independent contractor, Mental Health is able to process patient information and meet documentation requirements for its Psychiatric Health Facility.

KB:bp

B-17  
3