



# HTA VAX Secure Invoice Upload

Tracking Number  
425  
 Date  
5/10/2021

## Contract Information

Please enter the contract number first to automatically populate the fields listed with an asterisk (\*) Please note that these fields are "Read Only" and edits are not permitted on the form.

<b>HTA-VAX-213</b>	<b>CONWAY MEDICAL CENTER</b>	<b>57-0314381</b>	<b>70000253054</b>
Contract Number (required)	* Contractor Name	* Tax ID	* SCEIS Number
<b>Brian Argo</b>	<b>CFO</b>	<b>(843) 347-8114</b>	<b>brian.argo@cmc-sc.com</b>
Contact (Full Name)	Title	Phone	Contact EMAIL
<b>300 Singleton Ridge Road</b>		<b>Conway</b>	<b>SC 29526</b>
* Address	* STE #	* City	* State * Zip

<b>INVOICE NUMBER</b>	<b>INVOICE AMOUNT</b>
<b>123</b>	<b>5,100.00</b>

## Please Upload Invoice for Payment Review

To ensure prompt processing of your invoice ensure that you include the invoice number in the file name that you upload. Please ensure that all required information is included on the invoice. Click below for more details

## Secure Document Upload

Please upload the invoice PDF to our secure website using the buttons below.

COVID19 Vaccine Reimbursement- CMC Invoice 123- 4.19.21- Singleton

I certify that no other funds have been received or will be reimbursed by any other source for the amounts claimed on this invoice

Signature (required) Click to Sign

*Brian Argo*  
 5/10/2021 9:16:49 PM

**\$5,100.00**  
 Invoice Total  Yes  No

**The attached invoice is accurate and the invoice total is correct.**

ACC Testing Approval  

*Bonner, Melissa*  
 5/11/2021 10:50:03 AM

Budget and Finance Approval  

*Baker, Walter*  
 5/11/2021 1:16:46 PM

Approved Funding **\$579,914.00**  
 Approved Invoices to Date \_\_\_\_\_  
 Available Funding **\$579,914.00**

### Payment Processing Instructions

5021310000 - \$ 5100.00- J0402AZ999 – J040x01048580130 – 31070000 – Not Relevant – Order Number 98000018

### Accounts Payable Approval

*Robinson, Sharon D.*  
 5/12/2021 10:00:58 AM



If rejecting this form for any reason please provide a brief note to the agency. It will be included in the rejection email notification

# COVID-19 Vaccination Reimbursement Request

## Community Vaccination Event Information\*

Provider Name: Conway Medical Center ( Inv. 123 )  
COVID-19 Vaccine Pin Number: 126108  
Location Name: Conway Medical Center  
Location Address (incl zip): 300 Singleton Ridge Rd  
Conway, SC 29526  
Date & Times: 4/19/21; 8:00a-5:00p  
Total # Vaccinations: 170  
Eligible Vaccinations\*\*: 170

## Please select yes or no to the following questions to determine eligible reimbursement:

yes Did your organization provide event management, traffic control and logistics for this event?  
yes Did your organization provide administrative staff for this event?  
yes Did you organization provide vaccination staff for this event?

## Reimbursement Calculator

Item	Rate	Eligible Event Reimbursement
Event Mgmt, Traffic, Logistics	\$10	\$1,700
Administrative Staff	\$5	\$850
Vaccination Staff	\$15	\$2,550
<b>Total Event Reimbursement Amount</b>		<b>\$5,100</b>

## Additional Cost Summary\*\*\*:

Total additional cost: 0  
Less other funding/reimbursement: 0  
Net additional cost: **\$0**

**Total Request Amount: \$5,100**

\* Community Vaccination Events may span multiple days as long as the event location remains the same. All dates should be specified.

\*\* If seeking third-party reimbursement for the services at the event was not appropriate or feasible, then all vaccinations are eligible for reimbursement. If billing third party payers was feasible, then only vaccinations not eligible for insurance reimbursement are eligible for Staffing Reimbursement.

\*\*\* Claiming additional costs requires detailed justification and documentation. Please attach answers to the following questions:

- 1) Summary Description of Request and Costs
- 2) Describe Benefit to the State of South Carolina and Statewide Vaccination Efforts including the future distribution and administering of vaccines.
- 3) Describe activities conducted and outcomes expected or achieved
- 4) Is the cost being covered by any other funding source or insurance? Please explain.
- 5) Were all avenues of funding exhausted before using Vaccine Reserve Account funds? Please explain.