



Providers VAX Secure Invoice Upload

Tracking Number

 Date

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.

<u>OTH-VAX-320</u> Contract Number (required)	<u>Health Force, LLC</u> * Contractor Name	<u>46-3434987</u> * Tax ID	<u>7000289446</u> * SCEIS Number
<u>Valerie Aiken</u> Contact (Full Name)	<u>CEO</u> Title	<u>(803) 513-4889</u> Phone	<u>vaiken@HealthForceUs.com</u> Contact EMAIL
<u>1335 Elm Abode Terrace</u> * Address	<u></u> * STE #	<u>Columbia</u> * City	<u>SC 29210</u> * State * Zip

INVOICE NUMBER	INVOICE AMOUNT
<u>93178</u>	<u>3,510.00</u>

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.

[93178_North Charleston Convention](#)

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

Valerie Aiken
9/16/2021 3:17:08 PM

\$3,510.00
Invoice Total

Yes
 No

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

ACC Testing Approval

Bonner, Melissa
9/20/2021 12:36:15 PM

Budget and Finance Approval

Samuels, Tierra B.
9/21/2021 12:57:12 PM

Approved Funding _____

Approved Invoices to Date _____

Available Funding \$0.00

Payment Processing Instructions

Full Amount \$3,510.00	31070000	Not Relevant
J0402AZ998	J040X01058580130	5021310000
98000018		

Accounts Payable Approval

Long, Sarah A.
10/7/2021 11:20:17 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:	Health Force, LLC
COVID-19 Vaccine Pin Number:	940032
Location Name:	North Charleston Covention Center
Location Address (incl zip):	5000 Coliseum Dr
	North Charleston, SC
Date & Times:	8/27-8/28/2021
Total # Vaccinations:	117
Eligible Vaccinations**:	117

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

<u>Yes</u>	Did your organization provide event management, traffic control and logistics for this event?
<u>Yes</u>	Did your organization provide administrative staff for this event?
<u>Yes</u>	Did you organization provide vaccination staff for this event?

Reimbursement Calculator

Item	Rate	Eligible Event Reimbursement
Event Mgmt, Traffic, Logistics	\$10	\$1,170
Administrative Staff	\$5	\$585
Vaccination Staff	\$15	\$1,755
Total Event Reimbursement Amount		\$3,510

Additional Cost Summary***:

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

Total Request Amount: \$3,510

* 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.



1/6/2021

To whom it may concern:

As part of the COVID-19 response, DHEC has many partners and vendors who are assisting with testing, contact tracing, and other critical response activities. In order to maintain good working relationships with all our partners and vendors, as well as avoid interruption in services provided, we are requesting the ability to process all invoices related to COVID-19 as a special to expedite payments.

If you need additional detail or have any questions or concerns regarding these invoices, please do not hesitate to reach out to ACC-FinAdmin@dhec.sc.gov.

Sincerely,

Darbi C MacPhail, MHA
Chief Finance and Operations Officer
SC Department of Health and Environmental Control