



# Providers VAX Secure Invoice Upload

Tracking Number  
**1253**  
 Date  
**11/28/2021**

## 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.

**OTH-VAX-320**      **Health Force, LLC**      **46-3434987**      **940032**  
 Contract Number (required)      \* Contractor Name      \* Tax ID      \* SCEIS Number

**Valerie Aiken**      **CEO**      **(803) 513-4889**      **vaiken@HealthForceUs.com**  
 Contact (Full Name)      Title      Phone      EXT      Contact EMAIL

**1335 Elm Abode Terrace**      **Columbia**      **SC**      **29210**  
 \* Address      \* STE #      \* City      \* State      \* Zip

**INVOICE NUMBER**      **INVOICE AMOUNT**  
**93212**      **360.00**

## 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.

93212 Highland Park

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*  
 11/28/2021 11:04:24 PM

**\$360.00**  
 Invoice Total       Yes       No

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

ACC Testing Approval  
*Bonner, Melissa*  
 11/29/2021 9:04:46 AM

Budget and Finance Approval  
*Samuels, Tierra B.*  
 12/2/2021 4:23:40 PM

Approved Funding \_\_\_\_\_  
 Approved Invoices to Date \_\_\_\_\_  
 Available Funding      **\$0.00**

### Payment Processing Instructions

Full Amount \$360  
 \$360.00      31070000      Not Relevant      J0402AZ998  
 J040X01058580130      5021310000      98000018

### Accounts Payable Approval

*Martin, Patrick W.*  
 12/3/2021 8:02:54 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:	Highland Park
Location Address (incl zip):	<div style="background-color: #d4edda; height: 15px; width: 100%;"></div> Spartanburg, SC 29376
Date & Times:	10/9/2021
Total # Vaccinations:	12
Eligible Vaccinations**:	12

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

<input type="checkbox"/> Yes	Did your organization provide event management, traffic control and logistics for this event?
<input type="checkbox"/> Yes	Did your organization provide administrative staff for this event?
<input type="checkbox"/> Yes	Did you organization provide vaccination staff for this event?

## Reimbursement Calculator

Item	Rate	Eligible Event Reimbursement
Event Mgmt, Traffic, Logistics	\$10	\$120
Administrative Staff	\$5	\$60
Vaccination Staff	\$15	\$180
<b>Total Event Reimbursement Amount</b>		<b>\$360</b>

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

Total additional cost:	<div style="background-color: #d4edda; height: 15px; width: 100%;"></div>
Less other funding/reimbursement:	<div style="background-color: #d4edda; height: 15px; width: 100%;"></div>
Net additional cost:	<div style="border: 1px solid black; padding: 2px; text-align: right;"><b>\$0</b></div>

**Total Request Amount: \$360**

\* 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](mailto:ACC-FinAdmin@dhec.sc.gov).

Sincerely,

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