



# HTA 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>HTA-VAX-292</u><br>Contract Number (required)  | <u>ROPER ST. FRANCIS</u><br>* Contractor Name | <u>26-2946628</u><br>* Tax ID  | <u>7000271259</u><br>* SCEIS Number                |
| <u>Chris Glenn</u><br>Contact (Full Name)         | <u>Senior VP &amp; Chief Of</u><br>Title      | <u>(843) 789-1705</u><br>Phone | <u>Christopher.Glenn@rsfh.com</u><br>Contact EMAIL |
| <u>125 Doughty Street, Suite 760</u><br>* Address | <u></u><br>* STE #                            | <u>Charleston</u><br>* City    | <u>SC 29403</u><br>* State * Zip                   |

|                        |                       |
|------------------------|-----------------------|
| <b>INVOICE NUMBER</b>  | <b>INVOICE AMOUNT</b> |
| <u>RSFH_SV11012021</u> | <u>3,710.00</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.

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

*Chris Glenn*  
11/1/2021 8:22:04 PM

\$3,710.00  
Invoice Total

Yes  
 No

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

ACC Testing Approval

*Bonner, Melissa*  
11/3/2021 2:07:33 PM

Budget and Finance Approval

*Samuels, Tierra B.*  
11/9/2021 10:42:03 AM

Approved Funding \$1,873,464.00

Approved Invoices to Date \_\_\_\_\_

Available Funding \$1,873,464.00

### Payment Processing Instructions

|                        |            |              |            |
|------------------------|------------|--------------|------------|
| Full Amount \$3,710.00 | 31070000   | Not Relevant | J0402AZ999 |
| J040X01048580130       | 5021310000 | 98000018     |            |

### Accounts Payable Approval

*Martin, Patrick W.*  
11/29/2021 10:00:49 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:               | Roper St. Francis Healthcare                            |
| COVID-19 Vaccine Pin Number: | 110214  |
| Location Name:               | Summerville Express Care                                |
| Location Address (incl zip): | 1114 North Main Street<br>Summerville, SC 29483         |
| Date & Times:                | 09/18/2021 - 10/01/2021; on-going clinic; Mon-Sun 8a-8p |
| Total # Vaccinations:        | 321   |
| Eligible Vaccinations**:     | 25  |

## 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 your organization provide vaccination staff for this event?                               |

## Reimbursement Calculator

| Item                                    | Rate | Eligible Event Reimbursement |
|---|------|------------------------------|
| Event Mgmt, Traffic, Logistics          | \$10 | \$3,210                      |
| Administrative Staff                    | \$5  | \$125                        |
| Vaccination Staff                       | \$15 | \$375                        |
| <b>Total Event Reimbursement Amount</b> |      | <b>\$3,710</b>               |

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

|                                   |            |
|-----------------------------------|------------|
| Total additional cost:            |            |
| Less other funding/reimbursement: |            |
| Net additional cost:              | <b>\$0</b> |

**Total Request Amount: \$3,710**

\* 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