

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000305883
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 12/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 12/1/2022
			Page 1
			Ship To: 2203 - Big Spring; 1901 N Highway 8 HEALTH & HUMAN SERVICES COMMISSION 1901 N Highway 87 Big Spring TX 79720 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
2501 Maple St
PO Box 451
Abilene TX 79602
United States

Fax: 325/795-3807
Email: 710Accounting@hhsc.state.tx.us

Purchaser: Coleman, Rosetta V 512/406-2677

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-M3
Requisition 0000210211
PO Service Dates 12/01/2022 to 08-31-2023

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 08

Job classification: 154
Job class title: ADMINISTRATIVE ASSISTANT III
Job skill level: EXPERIENCED
Temp: 1
Hours per week: 40HOURS
Estimated hours:

JOB DESCRIPTION:

The Administrative Assistant III Performs complex (journey-level) administrative support work. Work involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment
Position to start immediately for approximately 4-5 months
Must be able to type accurately
Must be familiar with Excel spreadsheets
Must be familiar with Medical terminology
Must be Organized

Coordinates and schedules all outside medical appointments or treatments for the facility.
Maintains and/or creates various tracking systems to track consents, surgery approvals, appointment requests, records requests, records receipt, follow-up visits, and scheduled appointments.
Coordinates with Medical Staff providers to ensure all appropriate orders are entered in the electronic medical record including special instruction for appointments and notifies patients unit/home of the special instructions before the appointment.
Communicates appointment information with various departments within the facility to ensure staffing and transportation needs in accordance to facility policy and procedure. Assembles all information included in scheduling packets and trip packets.
Processes return packets from outside providers and follows up as needed to complete. Processes and tracks information for Surgery approvals prior to procedure including obtaining price of procedure from surgeon and surgical facility, if needed.
Compiles and maintains a current provider list of patient accepting patients including all pertinent information needed to request an appointment, obtain medical records and consents from the provider office, and documentation of providers contracting status with the facility.
Maintains a list of the location of new providers willing to treat facility patients. Fields all inquiries about appointments, consults, trip validity, consents, or

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any other requested information from various departments within the facility in a courteous and timely manner and maintains good rapport and working relationships with all areas of the facility.
Works under limited supervision with moderate latitude for the use of independent judgment in completion of duties.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):
KNOWLEDGE, SKILLS, AND ABILITIES Knowledge of office practices and administrative procedures. Skill in the use of standard office equipment and software. Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.

Service Period
Start date: December 15, 2022
End date: April 30, 2023

Hours: 8-5
Days per week: M-F

Department: GENERAL MEDICINE SERVICES
Street Address of Work Location: 1901 NORTH HIGHWAY 87
City/State/Zip: BIG SPRING, TEXAS, 79720
Bldg/Room#: B540

Supervisor Contact (Time card approval/resume reviewer/interviewer): CAREN GREATHOUSE, GMS ADMINISTRATOR,
Phone: 432-268-7695
Email: CAREN.GREATHOUSE@HHS.TEXAS.GOV

Agency Contact: Donna Lee
Phone: 432-268-7975
Email: donna.lee@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Jennifer Moore
Phone: 817-332-7866
Email: tempservicepo@workquesttx.com; jmoore@goodwillnct.org

PCS Purchasing contact
Rosetta Coleman, CTCM, CTCD
Phone number: (512)-406-2677
Email address: rosetta.coleman03@hhs.texas.gov

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1-1	FY23 Temp Staff for General Medicine Services	962-69	1000.00	HR	24.71000	\$24,710.00	12/01/2022
Schedule Total						\$24,710.00	
Item Total for Line 1						\$24,710.00	
Total PO Amount						\$24,710.00	

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By <i>Rosetta Coleman, CTCM</i>	12/01/2022
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