



# Accushield Registration Guide

## For Service Provider Companies

Welcome to Accushield!

Accushield, founded in 2013, is a premier provider of visitor management and credentialing solutions. As a risk management company, Accushield is hired by healthcare facilities to ensure that third-party service providers (Self-employed Private Caregivers, Home Health, and Hospice) and vendors comply with the credentialing requirements established by the healthcare facility. The facility's established credentialing requirements may include verification of clear criminal background checks, immunization records, liability insurance, and drug screenings.

In addition to credentialing, the Accushield platform streamlines the in-facility sign-in process through a tablet-based kiosk that prints name badges. By automating credential validation, Accushield assists healthcare facilities in mitigating risks and maintaining compliance.

If your company is currently providing or plans to provide services to a facility using Accushield, the facility requires you to register through Accushield and complete the credentialing process for all employees who will visit the facility.

### **What is the Accushield credentialing management program?**

- Accushield will collect, verify, and store documents (company-level and staff-level documents) for service providers on behalf of Accushield visitor management customers. The entire program is facilitated by the Accushield visitor management platform, including communication of required documents, submission of documents by service providers, sign-in at customer facilities and badge printing with credentialing status information.
- Each service provider company will be required to provide company-level documents to Accushield, including but not limited to the following:
  - Proof of General Liability Insurance.
  - Proof of Workers Compensation Insurance.

*NOTE: These documents can be uploaded via the Accushield Service Provider Exchange (SPEX)*

- Each staff member for the service provider company who enters the customers' facility will be required to provide employee-specific documents to Accushield, including but not limited to the following:
  - Employment Verification.
  - Proof of a Criminal Background Check.
  - Proof of applicable medical tests (e.g., tuberculosis) and vaccinations.
  - Other community-specific requirements (e.g., drug screen).

*NOTE: Staff members can upload documents via the Accushield Mobile app, and company administrators who have access to the Accushield Service Provider Exchange can also upload documents on behalf of your staff.*

- How does this impact your staff?
  - Your staff members who enter the customers' facility will be required to sign in via the Accushield visitor management system.
  - Upon sign-in, your employees will receive a printed badge that will display their compliance status:
    - Noncompliant staff will see 'Credentials Required' at the bottom of their badge, and they will receive a second badge with a list of missing or expired documents.
    - Compliant staff will see 'Accushield Verified' printed at the bottom of their badge.
  - Staff who receive 'Credentials Required' badges should upload the required documents via the Accushield Mobile app or ask the company administrator to upload the documents on their behalf.

### **Benefits of enrolling with Accushield:**

- Obtain the designation of a preferred partner with Accushield.
- Expand your business to new customers in the Accushield network.
- Gain access to all 5,000+ Accushield customers and their facilities.
- Share Information about your business, staff, credentials & more with Accushield customers.
- View to your staff visits to Accushield customers. The Accushield platform will provide you with detailed visit information (sign-in / sign-out times, reason for visit, service provided). That same Information is visible to the Accushield customers and can be used to verify billing activities.
- Access to market share insights at the customers you visit.
- Maintain your staff roster.
- Maintain and share staff credentialing documents with any Accushield customer that your staff visits.
- See which staff are capable of entering Accushield customers' facilities based on credentialing status.
- Store staff and company documents in a secure, encrypted HIPAA-compliant database.

**Costs:**

- Your company will be charged a fee of \$9 for each staff member who accessed an Accushield customer facility in that month. (i.e., if 3 staff members access an Accushield customer facility in a month, the monthly bill for your company would be \$27. If only two employees access the Community the following month, that month's bill would be \$18). The \$9 fee covers unlimited visits to unlimited Accushield customers during that month.
- Access to the Accushield platform to sign in and access the software to maintain your staff roster, documents, visit reports, and market share reports is **free**.

You are about to become a part of a network of companies and caregivers with the highest standards of safety and security in the senior living, skilled nursing, acute care, and behavioral health industries. As a part of our network, you may obtain access to additional Accushield customer facilities and may be able to grow your business as a preferred partner.

**To complete the registration process:**

- 1) Complete the [Provider Credentialing Information Form](#) to access your company's Information in the Accushield platform or contact us at [support@accushield.com](mailto:support@accushield.com) or (800) 478-5085.
- 2) Please review, complete, and sign the Service Provider Agreement below. Then, share the signed Agreement with Accushield via the Accushield Service Provider Exchange or email it to [support@accushield.com](mailto:support@accushield.com).



# Service Provider Agreement

## For Service Provider Companies

This Service Provider Participation Agreement (this "Agreement") is made by the under-signed service provider ("Provider") for the benefit of Accushield, LLC ("Accushield") as well as its affiliates and customers, as described below.

Provider desires to access the premises of one or more assisted living, independent living, continuing care, skilled nursing, acute care and behavioral health communities (each, a "Community") in order to perform certain services, either directly for such Communities or for one or more Community residents.

Such Communities have contracted with Accushield to manage their credentialing program and implement risk management and access policies for service providers.

One or more Communities has directed Provider to register with Accushield for such purpose as a condition to accessing such Community's premises and performing services thereon. In consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged,

Provider hereby agrees as follows:

1. Provider hereby agrees to participate in Accushield's credential management program as described above. Provider has reviewed and completed the registration process and agrees to comply with the terms thereof, including (a) procuring, maintaining and providing evidence of the minimum required insurance coverages, (b) submitting employment, background, immunization and other specified credential Information ("Information") about Provider's employees, sub-providers and independent contractors that will perform services at a Community location (such persons, "Personnel"), (c) providing Accushield with updates to the Information as necessary to keep it from being inaccurate and (d) promptly paying the applicable credentialing fees for Provider Personnel. All fees can be paid via credit card, ACH or check.
2. Provider represents and warrants that it has received all required authorizations necessary

to submit to Accushield the Information that it will provide from time to time, including Information relating to Provider's Personnel. Provider authorizes Accushield to review such Information and relay it to one or more Communities strictly for the purposes described herein, and further authorizes Accushield to obtain additional Information regarding its Personnel as necessary to evaluate whether or not such Personnel satisfy the credential criteria established by the Communities. All Information submitted by Provider to Accushield shall, to the best of Provider's knowledge, be true, correct and complete in all material respects. Provider shall comply with all applicable laws in connection with its participation in Accushield's credential management program or with Provider's provision of services at any Community, including, without limitation, all laws relating to data privacy and the protection of healthcare or other confidential or personal Information.

3. Provider acknowledges and agrees that, in providing services to any Community resident, directly or through its Personnel, Provider is doing so solely at the request and for the benefit of such resident as an independent contractor thereof and not for or at the request or direction of Accushield or such Community. Similarly, in performing any services directly for a Community, Provider shall do so solely as an independent contractor and not at the request or direction of Accushield. Except for permitting access upon validation of credentials, neither Accushield nor any Community shall be required or permitted to direct in any manner Provider's Personnel or the performance of any of its services. Nothing contained in this Agreement, nor the review and validation of any Information, nor any determination as to whether or not access to a Community shall be granted, shall establish any employee, partnership, agency or joint venture relationship by and among Accushield or such Community on the one hand and Provider or any Personnel on the other hand.
4. Provider, for itself and, to the maximum extent allowed under applicable law, for its Personnel, hereby (a) fully and forever releases Accushield, each Community where Provider or its Personnel may perform any services, and each of their respective affiliates, successors and assigns (collectively, the "Released Parties"), from and against any and all losses, damages, claims, demands, lawsuits, expenses, injuries (including death), and other liability of any kind, whether now known or hereafter arising or discovered (collectively, "Losses"), that Provider or its Personnel may suffer or incur in connection with or arising out of Accushield's review, validation and handling of the Information, or the performance of Provider's services at the Community's facility or otherwise; and (b) agrees not to initiate any claim, lawsuit, demand, court action or similar proceeding on account of any Losses described in the foregoing clause (a), nor shall Provider or its Personnel join or assist any other party, including insurers (through right of subrogation or otherwise) in so doing. The foregoing release and covenant not to sue shall apply in all circumstances, including negligence of a Released Party, excepting only the gross negligence or willful misconduct of a Released Party.

5. In furtherance of each of the foregoing paragraphs, Provider agrees to indemnify and hold Accushield and each Community harmless against any and all Losses suffered or incurred by them as a result of any claim by Provider Personnel or any third party arising out of any act or omission of Provider or its Personnel in connection with the performance (or non-performance) of any service for any Community or resident, including claims by any Personnel that he or she was an employee or agent of Accushield or a Community. The foregoing indemnity shall not apply with respect to any Losses of Accushield or a Community to the extent caused by such party's gross negligence or willful misconduct.
6. Provider acknowledges and agrees that this Agreement is intended to be binding on its Personnel, and Provider agrees to inform and obtain the Agreement of its Personnel as to the contents hereof.
7. Provider further acknowledges and agrees that each Community for which it may provide any services, together with the other Released Parties, are intended third party beneficiaries of this Agreement and shall be entitled fully to rely upon it.
8. This Agreement: (a) shall be binding upon and inure to the benefit of the parties' successors and assigns; (b) contains the entire Agreement of the parties relating to the subject matter hereof; provided, however, that this Agreement shall not supersede any existing written agreements between Provider and a Community, and any such existing agreement shall control; and (c) may not be amended except in a writing signed by Provider and Accushield. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, such provision shall be modified solely to the extent necessary to make it valid and shall not affect any other provision hereof. Provider has read this Agreement in its entirety, understands the terms contained herein, has had the opportunity to consult counsel or has elected not to consult counsel, and intends to be bound hereby. The interpretation and enforcement of this Agreement will be governed by the laws of the State of Georgia, without regard to any conflicts of law, rules or provisions.

BY SIGNING BELOW, THE UNDERSIGNED REPRESENTATIVE OF PROVIDER ACKNOWLEDGES THAT HE OR SHE HAS READ AND UNDERSTOOD ALL OF THE TERMS HEREOF AND THAT PROVIDER IS VOLUNTARILY RELEASING SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.

IN WITNESS WHEREOF, Provider has caused this Agreement to be signed as of the date set forth below.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_