

# **Timberline Billing Service LLC**

1801 Fuller Road, West Des Moines, Iowa 50265

Phone 515-222-0827 Fax 515-222-0834

## **ADDENDUM TO AGREEMENT OF SERVICE**

This document is in reference to a contract agreement effective July 1, 2024, between Timberline Billing Service LLC (Timberline) and Belmond-Klemme Community School District (District).

Be it known that the undersigned parties, for good consideration, do hereby agree to make the following changes and/or additions which shall be a part of said contract as if contained therein:

### **Additional Timberline Responsibilities**

1. Coordinate Medicaid claiming on behalf of the District.
2. Identify and notify District staff of students eligible for Medicaid claiming.
3. Prepare claiming forms for District staff completion.
4. Prepare and maintain a Medicaid audit file for all students with Medicaid claims for the District.
5. Distribute and collect claiming forms from District staff.
6. Forward claiming forms to Timberline Claims Department for processing.
7. Monitor IEP/BIP/IHP for services that can be claimed and notify District staff of any changes.

### **Additional District Responsibilities**

1. Provide Timberline with access to the District's system of IEP students.
2. Provide Timberline with access to District staff for training, distribution and collection of claiming forms.
3. Provide Timberline with basic office supplies (i.e. file folders).

### **Fees**

The fee District shall pay Timberline is changed to equal eight percent (8%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice. Unpaid balances will accrue interest at the rate of 1.5% per month commencing forty-five (45) days from the date of the invoice.

**Term**

This Addendum shall be effective July 1, 2024, and continue through June 30, 2027.

All other terms and provisions of said contract shall remain in full force and effect.

**Timberline Billing Service, LLC**

**Belmond-Klemme  
Community School District**

\_\_\_\_\_  
Jonathan Neas, CEO

\_\_\_\_\_  
Board President

Date \_\_\_\_\_

Date \_\_\_\_\_