



## PYRAMID LAKE TRIBAL HEALTH CLINIC

705 Hwy 446 | PO Box 227 | Nixon, NV 89424

Phone: 775-574-1018 Fax: 775-574-1074

### REQUEST FOR PROPOSAL (RFP) FOR BILLING AND CODING SERVICES

The Pyramid Lake Tribal Health Clinic is established in accordance with and under the authority of Article VI, Section 1 (A), (D), and (M), of the Pyramid Lake Paiute Tribe's Constitution and ByLaws, adopted January 15, 1936. The Pyramid Lake Tribal Health Board is responsible for the operations of all aspects of the Pyramid Lake Tribal Health Clinic. The Pyramid Lake Tribal Health Clinic is federally funded through Indian Health Service, Public Law 93-638, and complies with the Center for Medicare & Medicaid Services (CMS) for third party insurance billing.

The Pyramid Lake Tribal Health Board seeks a qualified billing and coding firm or individual to process all claims for medical, dental, optometry, pharmacy and behavioral health.

The Pyramid Lake Tribal Health Clinic presently operates a budget of \$28 million dollars.

#### SCOPE OF WORK

1. Daily insurance claim submissions.
2. EOB payment postings.
3. Follow-up on all claims until payment is received by PLTHC.
4. Experience in Coding and Billing for FQHCs.
5. Weekly reports on A/R
6. Maintain confidentiality and abide by HIPAA laws.
7. Conduct Quarterly Audits
8. Act as a liaison between insurers and PLTHC
9. Prefer experience in billing Nevada Medicaid
10. Scheduling of routine meetings with PLTHC Business Office

In accordance with Tribal procurement policies, this RFP is open to both Indian and Non-Indian firms and organizations, with the provision for Indian Preference to qualified Indians, Indian owned firms and organizations.

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Qualifications and Requirements that must be submitted with each proposal:

1. 100 % US based customer service.
2. 3 Business References.
3. Prior experience. (3 years)
4. Bid amount showing break down of fees.
5. Proof of Professional Liability Insurance.
6. Certification of Indian Preference.
7. Valid Pyramid Lake Tribal Business License will be required upon RFP award.

All Requests for Proposal must be sealed and postmarked no later than February 7, 2025 (Friday) and mailed to:

Dawna Brown, Health Director  
Pyramid Lake Tribal Health Clinic  
P.O. Box 227  
Nixon, NV 89424

775-574-1018, ext. 1216  
[dbrown@plpt.nsn.us](mailto:dbrown@plpt.nsn.us)

The Pyramid Lake Tribal Health Clinic reserves the right to refuse any or all proposals submitted. The Pyramid Lake Paiute Tribe is a federally recognized Tribe, reserves the rights of Tribal Sovereignty.

Pyramid Lake Paiute Tribe Website: <https://plpt.nsn.us>  
Pyramid Lake Tribal Health Clinic Website: <https://www.pltchc.org>