



Request for Quote MMB13100
Locum Tenens Psychiatric RNs and LPNs
For Mildred Mitchell-Bateman Hospital

Submitted to:

Roberta Wagner
Department of Administration,
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130



Submitted by:

Stacey Dlouhy, Business Development Manager
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
Phone: (888) 851-3588/Cell: (402) 415-8378
Email: sdlouhy@managementregistry.com

February 14, 2013

02/14/13 10:09:54 AM
West Virginia Purchasing Division



1868 Campus Place
Louisville, Kentucky 40299
Phone: (888) 851-3588 Fax: (866) 326-6442

February 13, 2013

Roberta Wagner
Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

Dear Ms. Roberta Wagner:

Management Registry, Inc. (MRI) is pleased to respond to the Department of Administration's Request for Quote MMB13100, Locum Tenens Nurses (RN and LPN) for Mildred Mitchell-Bateman Hospital. MRI is interested in this potential effort because it focuses on our area of expertise and experience in staffing general and specialized healthcare providers for our client's needs to include Psychiatric Registered Nurses and Licensed Practical Nurses.

To meet MMBH's needs, we have identified and prescreened a pool of local qualified candidates based on the RFQ's Job Descriptions, Scope of Work, and proposed shifts. Our candidates are all licensed and certified in the State of West Virginia, have the requested Psychiatric Nursing experience, and current CPR certification. MRI has matched these nursing professionals based on requested service of work descriptions and geographic locations. MRI can provide dependable and timely per diem, short term, and long term nursing support when MMBH needs nurse staffing support.

MRI's Point of Contact regarding this RFP response and regarding day-to-day operations is:

Ms. Stacey Dlouhy, Business Development Manager
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
Office: (888) 851-3588/Cell: (402) 415-8378
Email: sdlouhy@managementregistry.com

Thank you for the opportunity to submit to this response.

Sincerely,

A handwritten signature in cursive script that reads "Stacey L. Dlouhy".

Stacey Dlouhy, Business Development Manager
Management Registry, Inc.

Enclosures: Solicitation Page
Amended Solicitation Page
Specifications Acknowledgement
MMB 13100– Locum Tenens Nurses - Pricing Page
Vendor Preference Certificate
Purchasing Affidavit
Certification and Signature Page
Amendment Acknowledgement Form
RFQ Technical Response



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
MMB13100

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

Management Registry, Inc.
 1868 Campus Place
 Louisville, KY 40299

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 MILDRED MITCHELL-BATEMAN
 HOSPITAL
 1530 NORWAY AVENUE
 HUNTINGTON, WV
 25705 304-525-7801

DATE PRINTED
01/15/2013

OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
101	1	HR		964-65	\$45.51	\$910,200.00
<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED IN HUNTINGTON, WV REQUEST A QUOTE FOR AN OPEN-END CONTRACT TO PROVIDE LOCUM TENENS FOR PSYCHIATRIC REGISTERED NURSES (RN) AND LICENSED PRACTICAL NURSES (LPN) TO MEET THE STAFFING REQUIREMENTS OF AN ACUTE ADULT PSYCHIATRIC HOSPITAL.</p> <p>HOSPITAL IS LOCATED AT 1530 NORWAY AVE., HUNTINGTON, WV 25705</p> <p>BID OPENING: FEBRUARY 14, 2013 AT 1:30 PM</p> <p>REFERENCE ATTACHED INSTRUCTIONS TO BIDDERS, TERMS & CONDITIONS AND SPECIFICATIONS ATTACHED.</p> <p>HOURLY RATE: - RN ALL INCLUSIVE FEE.</p> <p>TO PROVIDE AN OPEN END CONTRACT FOR "LOCUM TENENS" FOR PSYCHIATRIC REGISTERED NURSES (RN) OR LICENSED PRACTICAL NURSE(S) (LPN) WITH PSYCHIATRIC EXPERIENCE (MINIMUM 1 YEAR) TO MEET THE STAFFING REQUIREMENTS OF AN ADULT PSYCHIATRIC HOSPITAL, MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED AT 1530 NORWAY AVENUE, HUNTINGTON, WV.</p>						

SIGNATURE	TELEPHONE 888-851-3588	DATE 13 Feb, 2013
Vice President	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	OAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
02	1	HR		964-65	\$67.31	\$201,930.00
				OVERTIME RATE: - RN ALL INCLUSIVE FEE.		
03	1	HR		964-65	\$67.31	\$7,000.24
				HOLIDAY RATE: - RN ALL INCLUSIVE FEE.		
04	1	HR		964-65	\$29.66	\$593,200.00
				HOURLY RATE: - LPN ALL INCLUSIVE FEE.		
05	1	HR		964-65	\$43.53	\$130,590.00
				OVERTIME RATE: - LPN ALL INCLUSIVE FEE.		
06	1	HR		964-65	\$43.53	\$4,527.12
				HOLIDAY RATE: LPN ALL INCLUSIVE FEE.		

ATURE *Saxa* TELEPHONE 888-851-3588 DATE 13 Feb. 2013
 Vice President FEIN 61-0863236 ADDRESS CHANGES TO BE NOTED ABOVE

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Management Registry, Inc.

1868 Campus Place

Louisville, KY 40299

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HEALTH AND HUMAN RESOURCES

MILDRED MITCHELL-BATEMAN

HOSPITAL

1530 NORWAY AVENUE

HUNTINGTON, WV

25705

304-525-7801

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ MMB13100 ***** TOTAL:						\$1,847,447.36

NATURE *Summary* TELEPHONE 888-851-3588 DATE 13 Feb. 2013
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DATE PRINTED
 02/01/2013

BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 01		
				1. ADDENDUM ISSUED TO RESPONSE TO VENDOR'S QUESTIONS REGARDING THE ORIGINAL RFQ SUBMITTED. QUESTIONS AND ANSWERS ARE ATTACHED.		
				2. TO PROVIDE REVISED PRICING PAGE. REVISED PRICING PAGE IS ALSO ATTACHED.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				----- END OF ADDENDUM NO. 01 -----		
0001	1	HR		964-65	\$45.51	\$910,200.00
				HOURLY RATE: - RN ALL INCLUSIVE FEE.		

SIGNATURE *Scott A. G...* TELEPHONE 888-851-3588 DATE 13 Feb. 2013
 TITLE Vice President FEIN 61-0863236 ADDRESS CHANGES TO BE NOTED ABOVE

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SIGNATURE <i>[Signature]</i>	TELEPHONE 888-851-3588	DATE 13 Feb. 2013
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TITLE Vice President	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE
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BID OPENING DATE: 02/14/2013 BID OPENING TIME: 1:30PM

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				OVERTIME RATE: - LPN ALL INCLUSIVE FEE.		--
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				HOLIDAY RATE: LPN ALL INCLUSIVE FEE.		
***** THIS IS THE END OF RFQ MMB13100 ***** TOTAL:						\$1,847,447.36

SIGNATURE:  TELEPHONE: 888-851-3588 DATE: 13 Feb. 2013
 TITLE: Vice President FEIN: 61-0863236 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Mildred Mitchell-Bateman Hospital to establish an open-end contract for full time "locum-tenens" Registered Psychiatric Nurse(s) and Licensed Practical Nurse(s) services to comply with staffing needs of Mildred Mitchell-Bateman Hospital. Mildred Mitchell-Bateman Hospital is located in Huntington West Virginia and is a 110-bed acute adult care psychiatric hospital. It is accredited by the Joint Commission on Accreditation of Health Care Organization (JCAHO) and Center for Medicare and Medicaid Services (CMS).
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Contract Services" means the list of services identified in Section IV, Subsection 1 below.
 - 2.2 "Pricing Page" means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
 - 2.3 "RFQ" means the official request for quotation published by the Purchasing Division and identified as MMB13100.
 - 2.4 "RN" means Registered Nurse
 - 2.5 "LPN" means Licensed Practical Nurse
 - 2.6 "Agency" means Mildred Mitchell-Bateman Hospital.
3. **QUALIFICATIONS:** Vendor(s) should have the following minimum qualifications
 - 3.1 Must hold a Professional State of WV Nursing License in West Virginia.
 - 3.2 Must have minimum of at least one (1) year experience as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in Psychiatric Nursing.
 - 3.3 Current Cardiopulmonary Resuscitation (CPR) Card; if not we can provide training to obtain CPR Card.
 - 3.4 Current Non-Violent Crisis Prevention Intervention (NVCPI) Card; if not we can provide training to obtain NVCPI Card.
4. **GENERAL REQUIREMENTS:**
 - 4.1 **Mandatory Contract Services Requirements:** Vendor shall provide Contract Services with the desired services listed below on an open-end contract. Desired services must meet or exceed the mandatory requirements listed below.

4.1.1 Registered Nurse(s) Services

Vendor agrees to assure and document the competency of the staff being engaged and to provide documentation of the services to Mildred Mitchell-Bateman Hospital when requested. The competency assessment must include age-specific and cultural competencies for services provided to patients.

- 4.1.1.1 RN(s) must be Licensed by the West Virginia Board of Nurses
- 4.1.1.2 RN(s) must have a minimum of one (1) year experience in Psychiatric Nursing.
- 4.1.1.3 RN(s) must oversee the work of inexperienced (RN)Registered Nurse(s), (LPN)Licensed Practical Nurse(s), (HST)Health Service Trainee, (HSW) Health Service Worker, (HSA) Health Service Assistants.
- 4.1.1.4 RN(s) must participate in Treatment Team Meetings to develop individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.
- 4.1.1.5 RN(s) must administer medications as prescribed by treating Psychiatric Physician.
- 4.1.1.6 RN(s) must ensure timely documentation into patient's electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practice that will be discussed in great detail during the hospital orientation.
- 4.1.1.7 RN(s) must oversee medical and psychiatric emergencies.
- 4.1.1.8 RN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.
- 4.1.1.9 RN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.1.2 Licensed Practical Nurse(s) Services

- 4.1.2.1 LPN(s) must be licensed by the West Virginia Board of Nurses.
- 4.1.2.2 LPN(s) must assist professional nursing & medical staff in providing direct nursing care to patients, including medical treatments,

administering medications, giving injections, and assisting in care planning and recording.

- 4.1.2.3 LPN(s) must take and record temperatures, blood pressure, pulse and respirations; collect specimens for testing; administer medications according to the Physician Order.
- 4.1.2.4 LPN(s) must ensure timely documentation into patients' electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practices that will be discussed in great detail during the hospital orientation.
- 4.1.2.5 LPN(s) must screen patients and record medical information; assist physician and registered nurse in examinations and treatments; set up and clean examination area; give injections and immunizations; instruct patients in the use of medications and possible side effects.
- 4.1.2.6 LPN(s) will provide for the emotional and physical comfort and safety of the patients.
- 4.1.2.7 LPN(s) must assist in response to medical and psychiatric emergencies.
- 4.1.2.8 LPN(s) must assist patients with activities of daily living such as grooming and personal hygiene.
- 4.1.2.9 LPN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.
- 4.1.2.10 LPN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.2.1 VENDOR RESPONSIBILITIES:

- 4.2.1.1 Successful vendor must be a fully licensed and qualified healthcare professional to accommodate Agency Needs.
- 4.2.1.2 Successful vendor must provide healthcare staffing as requested by the Agency to be compatible with week-to-week needs. Assignments also may be for specified period of time as agreed upon in writing.
- 4.2.1.3 Successful vendor must provide hourly rates that are inclusive of all federal, state, and local withholding taxes, social security & Medicare taxes, as well as all unemployment compensation, workers compensation, general and professional liability premiums.
- 4.2.1.4 Successful vendor shall provide Agency with information on each healthcare staff member according to the state and federal standards,

including application and checklist. These must be sent to agency along with the listing of possible candidates to interview: Non-Violent Crisis Prevention Intervention (NVCPI) Certification; Cardiopulmonary Resuscitation (CPR) Certification; references; confidentiality agreement and other requested documents such as current physical examination, immunization records, negative 9-panel drug screening and licensure confirmation. No nurse providing services to the Agency under this agreement will have been investigated and substantiated by a Board of Nursing or currently subject to discharge resulting from an investigation by a Board of Nursing.

Successful vendor and healthcare staff must comply with all Agency policies and procedures.

4.2.1.5 Successful vendor shall ensure the following regarding the staff to be provided:

- A. Has completed the required training and education,
- B. Possess a current valid professional license with the State of West Virginia, and
- C. Have proof of recent acute psychiatric experience in a psychiatric setting, and
- D. Meet current Agency immunization requirements for purified protein derivative (PPD) and Hepatitis B Series .

4.2.1.6 Successful vendor must incorporated into the vendor's all inclusive fee, and any anticipated costs, traveling expenses, administrative and overhead cost.

4.2.1.7 Successful vendor will not hire any nurse who is currently or has been an employee of WVDHHR/Mildred Mitchell-Bateman Hospital within six (6) months of nurse's release date from Mildred Mitchell-Bateman Hospital.

Successful vendor will not allow any nurse who was dismissed to return to work through the staffing agency at Mildred Mitchell-Bateman Hospital.

Successful vendor will be responsible for a replacement fee of \$50,000 for being in violation of attempting to recruits or hire current or former employees of Mildred Mitchell-Bateman Hospital.

4.2.1.8 Successful vendor will have 48 hours (2 days) to respond to our initial contact requesting staffing, vendor must provide the agency a list of potential candidates for staffing needed at the Agency within 72 hours (3 days) of the initial notification of need.

After the 3-day period, we would conduct interviews, review their certifications, and that time we will determine which applicants we would offer an emergency staffing position.

4.3.1 DUTIES AND RESPONSIBILITIES OF THE AGENCY:

- 4.3.1.1 Agency will notify the successful vendor of the number and specialty of the nursing staff needed for an assignment and the, estimated length of the assignment.
- 4.3.1.2 Successful vendor staff shall work under Agency Supervision. Agency shall be solely responsible to provide each staff with day-to-day guidance in the execution of staff's professional responsibilities at the Agency.
- 4.3.1.3 Agency will reserves the right to terminate a nurse providing services to the Agency whether it is that the emergency need for staffing ends or it is determined that their performance is not in the best interest and well being of the patient care.
- 4.3.1.4 If Agency requests an LPN but the successful vendor provides a RN to cover the request, the agency will pay the LPN rate.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contracted Services. The Contract will be a progressive award with multiple vendors. Award will be made from low bid to high and usage will be in the same manner. If the low bid cannot provide the needs of the Agency at the requested time, the second low bid will be contacted and then the next low bid, etc. We will allow 48 hours for vendor to determine if they will be able to meet our needs.

5.2 Pricing Pages: Vendor should complete the Pricing Page by providing the hourly rate for LPN and RN Nursing Staff. Vendor should complete the Pricing Page in it's entirety as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

The Pricing Pages contain a list of Desired Services and estimated purchase volume. The estimated purchase volume for each service represents the approximate volume of anticipated services.

Notwithstanding the foregoing, the Purchasing Division may correct errors as its discretion. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. The Pricing Pages were created in Microsoft Excel document and Vendor can request and electronic copy for bid purposes by sending an email request to the following address: Roberta.A.Wagner@wv.gov.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay an hourly rate for all Contract Services performed under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract. Such costs will not be paid by the Agency.

9. **HOLIDAYS:** All nursing staff will be eligible for paid time off for holidays. Generally, the following official holidays are observed:

New Year's Day	January 1
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
West Virginia Day	June 20
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Veteran's Day	November 11
Thanksgiving	November 28 – 29
Christmas Eve (1/2 Day)	December 24
Christmas Day	December 25
New Year's Eve (1/2 Day)	December 31

10. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

11. **VENDOR DEFAULT:**

10.1. The following shall be considered a vendor default under this Contract.

- 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2. Failure to comply with other specifications and requirements contained herein.
- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4. Failure to remedy deficient performance upon request

10.2. The following remedies shall be available to Agency upon default.

- 10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

11.1. Contract Manager: During the performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Stacey Dlouhy

Telephone Number: 888-851-3588

Fax Number: 866-288-3775

Email Address: sdlouhy@managementregistry.com

**REQUEST FOR QUOTATION
MMB13100 Locum Tenens Nurses**

Pricing Page

Item #	Estimated # of Hours	Level of Psychiatric Nursing	Unit Cost	Total Cost
#1		Registered Nurse (RN)	\$	\$
	20,000	A. Regular Hours	\$45.51	\$ 910,200.00
	3,000	B. Overtime Hours	\$67.31	\$ 201,930.00
	104	C. Holiday Hours	\$67.31	\$ 7,000.24
#2		Licensed Practical Nurse (LPN)	\$	\$
	20,000	A. Regular Hours	\$29.66	\$ 593,200.00
	3,000	B. Overtime Hours	\$43.53	\$ 130,590.00
	104	C. Holiday Hours	\$43.53	\$ 4,527.12
GRAND TOTAL OF "A"				\$ 1,503,400.00
GRAND TOTAL OF "B"				\$ 332,520.00
GRAND TOTAL OF "C"				\$ 11,527.36
GRAND TOTAL				\$ 1,847,447.36
#3		Permanent Placement Fee:*		
		Registered Nurse	\$ 6,000.00	
		Licensed Practical Nurse	\$ 4,250.00	

*One time placement fee for each permanently placed employee by the vendor.

Rates are all inclusive

This is a progressive award contract and the award will be made from the lowest to the highest Grand Total for "RN's" and "LPN's" meeting the required mandatory specifications. Lowest will be vendor "A", second lowest will be "B" and so on.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

The number of hours is only an estimation to be used for bid, we may require more or less hours than stated above.

Please Print Information Below.

Company Name: Management Registry, Inc.

Sales Representative: Stacey Dlouhy, Business Development Manager

Vendor Address: 1868 Campus Place
Louisville, KY 40299

Vendor Phone: 888-851-3588 Fax: 866-288-3775

Email Address: sdlouhy@managementregistry.com

Remit to Address: 1868 Campus Place
Louisville, KY 40299


Signature

13 Feb. 2013
Date

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

Application is made for 5% resident vendor preference for the reason checked:

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Management Registry, Inc.

Signed: [Signature]

Date: 13 Feb. 2013

Title: Vice President

RFQ No. MMB13100STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Management Registry, Inc.Authorized Signature:  Date: 13 Feb. 2013State of KentuckyCounty of Jefferson, to-wit:Taken, subscribed, and sworn to before me this 13th day of February, 2013.My Commission expires 10-8-16, 2016

AFFIX SEAL HERE

NOTARY PUBLIC

 # 474592

Purchasing Affidavit (Revised 07/01/2012)

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Management Registry, Inc.

(Company)

(Authorized Signature)

Scot A. Goldfarb, Vice President

(Representative Name, Title)

888-851-3588

(Phone Number)

866-288-3775

(Fax Number)

13 Feb. 2013

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MMB13100

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

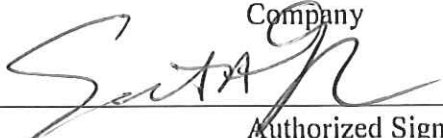
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Management Registry, Inc.

 Company


 Authorized Signature

13 Feb. 2013

Date



INTRODUCTION

Management Registry, Inc. (MRI) appreciates the opportunity to respond to West Virginia's Department of Administration, Purchasing Division's Request for Quote to provide Locum Tenens Psychiatric Registered Nurses and Licensed Practical Nurses for Mildred Mitchell-Bateman Hospital (MMBH). We are interested in this endeavor because it focuses on our expertise and experience – **providing qualified and highly skilled healthcare providers for our residential and hospital clients.** MRI's has been providing long term, temporary, and emergency (PRN) nurse staffing support to our clients for over 35 years. We are eager to provide these services for the MMBH. MRI's Recruiting and Staffing Specialists provide qualified, screened healthcare providers when you need nurse staffing support. Our 24/7 Toll Free Hotline Scheduling Support ensures our clients have healthcare personnel at all times to provide quality nursing care to their patients.

MRI's Locum Tenens Psychiatric nursing candidates for MMBH possess extensive experience working with this patient population, and MRI's streamlined reporting, billing, and scheduling process provides MMBH stakeholders superior management services. Currently, MRI has a pool of local (WV) Psychiatric RNs and LPNs who are fully qualified for presentation to MMBH. None of our candidates are current providers of nursing services to the facility and none have been dismissed for disciplinary or performance reasons by any DHHR Facility or Office.

Our pool of Psychiatric RNs and LPNs for MMBH have been credentialed to ensure they meet the stated services for a RN and LPN at this facility to include required training and education, valid, unrestricted licenses, current CPR certification, documentation of recent acute psychiatric experience in a similar setting, and current immunizations. MRI is continually recruiting for nursing candidates of all modalities, and upon award of this contract, we will dedicate an account manager and recruiter to further build our pool of local, qualified candidates to provide the nursing services requested by MMBH.

MRI's Locum Tenens Capabilities for Mildred Mitchell-Bateman Hospital

EXPERIENCED PERSONNEL – For over 35 years MRI has provided our customers with quality healthcare professional staffing assistance to include psychiatric RNs and LPNs. Our experience providing skilled staff extends from hospital to clinical settings. We excel in meeting the specialized needs of our customers.

LOW-RISK SERVICES – Our past and current customers attest to our ability to place fully credentialed and experienced healthcare professionals to meet their staffing needs. MRI conducts thorough credentialing and background screenings ensure our clients receive stable, skilled, and experienced support to maintain quality and continuity of care for their patients.


LOCUM TENENS EXPERTISE – MRI excels at providing temporary staffing for our clients. We continually recruit all healthcare specialties to ensure our clients have access to qualified, experienced, and reliable healthcare professionals when they are needed. MRI's system tracks our pool of credentialed and experienced healthcare providers, and we give our clients 24/7 access to our staffing managers. When you call, we have your needed nursing support ready to provide patient care.



COMPANY INFORMATION

MANAGEMENT REGISTRY, INC.

MRI is fully licensed and qualified to provide healthcare staffing to facilities in the State of West Virginia. As a staffing agency for local, state, and Department of Defense facilities, MRI prepares thorough credentialing packets for presentation to facility Points of Contact. MMBH will be confident they will receive a selection of viable potential candidates within the 72 hour (3 days) of the initial notification of need. Currently, we provide specialized Nurse Practitioner, RN and LPN staffing support to 29 facilities for the Commonwealth of Kentucky's Department of Juvenile Justice Group Homes, Youth Detention and Regional Treatment facilities, and our 99% fill rates speaks to our ability to present qualified candidates.

	1868 Campus Place Louisville, KY 40299	Over 35 years providing medical staffing solutions	Experienced Per Diem Healthcare Staffing
<p>Management Registry, Inc. (MRI) is a premier provider of Healthcare Staffing Services, Professional Services, and Temporary Services. We use our depth of domain knowledge to ensure the success of our customers' missions. With over three decades of experience in healthcare recruitment and placement, MRI has been improving the quality and efficiency of performance through continual growth in comprehensive Healthcare Staffing Services. MRI's commercial clients include healthcare facilities, clinics, homecare, and select commercial markets across the nation. MRI provides comprehensive medical staffing support services to the government sector to include DoD medical treatment facilities and State Government detention facilities. Our team works as a cohesive unit and strives to exceed customer expectations and requests. MRI stands committed to the long-term success of extensive national recruiting and placement of healthcare professionals, and we are dedicated to maintaining our reputation for excellence.</p>			

Cage Code: 34GR4

DUNS: 074055369

MRI'S NURSE STAFFING SERVICES SOLUTION FOR MMBH

MRI already possesses a pool of qualified candidates to provide Locum Tenens Psychiatric RN and LPN support to MMBH. All of our candidates must meet our rigorous screening and credentialing criteria, which are based on JCAHO standards. Please see Table 1 below for our basic criteria:

MRI's Credentialing Criteria
<ul style="list-style-type: none"> • Experience: One to five years of work experience in the specialty for which the healthcare provider is applying.
<ul style="list-style-type: none"> • Licensure: A current professional state license for all licensed healthcare providers.
<ul style="list-style-type: none"> • Certification: A current certification on all non-licensed healthcare providers.
<ul style="list-style-type: none"> • Verification: Verification of licensure and certification is conducted initially and annually.
<ul style="list-style-type: none"> • Education: Nurses must provide documentation from School of Nursing attended, documentation of licensure, and date state licensure was obtained. Non-Licensed providers must provide documentation of education and proof of certification or registration, if applicable.
<ul style="list-style-type: none"> • Healthcare Provider Certification Cards: Cards must be provided for specialty to include CPR/BLS/ALS/NPR according to application.
<ul style="list-style-type: none"> • References: Two (2) references covering employment from the past year in current specialty are obtained from a manager of the unit, house supervisor, or someone in a leadership role



<ul style="list-style-type: none"> • OIG Exclusion Search: Conducted initially and annually
<ul style="list-style-type: none"> • EPLS: Conducted initially and annually
<ul style="list-style-type: none"> • E-Verify: Conducted initially upon hire
<ul style="list-style-type: none"> • Physical: A physical form must be completed and signed by a licensed physician, physician's assistant, or nurse practitioner initially and annually. Form must indicate that the healthcare provider is in good health without restrictions.
<ul style="list-style-type: none"> • Hepatitis B: HCP must complete a Hepatitis B Consent/Declination Form and/or provide Hepatitis Titer.
<ul style="list-style-type: none"> • Titers: Rubella, Rubeola, Varicella--HCP must provide official lab report documentation for titers, or MMR.
<ul style="list-style-type: none"> • Skills Check List: HCP must complete a skills check list, initially and annually, that is specific to the healthcare professional's area of practice; only scores above 80% are acceptable. MRI utilizes an outside web-based source that is completely confidential for each individual user, and MRI credentialing specialists are emailed the results.
<ul style="list-style-type: none"> • Competency Testing: HCP must complete competency testing with a score of 80% or higher in the specialty for which she/he is applying (Our competency system also enables our HCP to use a one-time remediation process, utilizing an outside web-based source that is completely confidential by each individual user. MRI recruiters are emailed the results).
<ul style="list-style-type: none"> • Medication Test: All licensed HCPs to include RNs and LPNs must take a medication test, with a score of 80% or higher (We utilize an outside web-based source which is completely confidential by each individual user and MRI recruiters are emailed the results).
<ul style="list-style-type: none"> • Core Mandatory's: HCP must complete the caregiver safety series, initially and annually, which meets the mandatory standards set by state boards and accrediting and regulatory agencies such as JCAHO, CDC, and OSHA.
<ul style="list-style-type: none"> • Drug Screening: MRI requires all applicants to pass a 10 Panel Drug Screening Test.
<ul style="list-style-type: none"> • Criminal Records/Background Screening: MRI has a non-felony position for any applicant to be considered for employment by our company. Our standard policy prior to submission of credentials to our clients is screening for evidence of criminal records in all states for the last seven (7) years. MRI also uses the National Sex Offender Registry for all applicants working with minors. Our background screenings are conducted without regard to race, creed, sexual orientation, age, or handicap in accordance with state and Federal Regulations.

Table 1: MRI's Credentialing Criteria for all our healthcare providers

MRI possesses extensive experience providing specialized nursing support to our clients. Additionally, we excel at finding, credentialing, and scheduling specific nursing specialties to meet our clients' needs. For MMBH, MRI's candidates meet all the General Requirements for the modality as listed in the Request for Quotation. Table 2 below illustrates a sampling of our Psychiatric RNs and LPNs and how they meet MMBH's requirements. Appendix A contains the resumes these potential candidates.

Candidate	WV License	Psychiatric Nursing Experience	CPR
C.H., RN	✓	2 years	✓
J.L., RN	✓	1 year	✓
J.R., LPN	✓	1 year	✓
M.S., RN	✓	2+ years	✓
K.E., LPN	✓	Dementia/Alzheimer's 1+ year	✓
M.B., LPN	✓	Dementia/Alzheimer's 1+ year	✓



R.K., LPN	✓	Dementia/Alzheimer's 1+ year	✓
T.W., LPN	✓	Dementia/Alzheimer's 1+ year	✓

Table 2: Sampling of MRI Psychiatric RNs and LPNs located with 2 hours of MMBH

- **MRI's Psychiatric RNs** have supervisory experience, have participated in Treatment Team Meetings to provide input on individualized Treatment Plans, direct consultations, and received and given recommendations to and from other disciplines to maximize positive behavioral results. They are familiar with electronic patient medical records documentation and are able to learn MMBH's electronic system. MRI's RNs possess extensive experience in medication administration and able to oversee medical and psychiatric emergencies when required. Our RNs are able to testify in court and in commitment hearings when required. All our healthcare providers to include our RNs adhere to Confidentiality laws and HIPPA Regulations. MRI's RNs are able to provide coherent and thorough responses to the inquiries of family members, advocates, and other interested parties while upholding a patient's Confidentiality rights.
- **MRI's Psychiatric LPNs** are fully experienced in providing direct nursing care to patients in accordance with JCAHO standards of care to include administrating medications, giving injections, assisting in care and planning and recording, and conducting medical treatments as prescribed by professional nursing and medical staff. Our LPNs are familiar with electronic patient medical records documentation and are able to learn MMBH's electronic system. MRI's LPNs are experienced in screening patients and recording medical information, assisting physicians and registered nurses in examinations and treatments, setting up and cleaning examination areas, giving injections and immunizations, and in instructing patients in the use of medications and possible side effects. Our LPNs are experienced in providing emotional and physical comfort and safety of the patients and our Psychiatric LPNs are able to assist in response to medical and psychiatric emergencies.
- Additionally, our credentialing system tracks license, Continuing Education Requirements, and additional certification renewal expiration dates. MRI's Credentialing Specialists are alerted 45 days prior to a healthcare provider's expiration date, and they contact (both email and telephone follow-ups) to remind our providers of what needs to be renewed and the time period. Our Specialists also assist our healthcare providers with ensuring their credentials and certifications remain current for the life of this contract.
- MMBH will have the services of an experienced Locum Tenens healthcare staffing company. MRI has been providing dependable healthcare staffing support for clients for over 35 years. MMBH will be able to contact a MRI Scheduling Specialist 27/4 via our toll free Hotline to ensure emergency call off coverage.
- MMBH will be assured that MRI uses a streamlined invoicing and billing system designed to lessen the burden on the Agency Nursing Supervisor's or designee's time. We will ensure that our provided timesheets for our staff are presented in a timely manner for sign-off. MRI's Field Payroll Specialist will include copies of the signed timesheets with submitted invoices. Additionally, MMBH will have a MRI Project Manager (PM) overseeing the success of this contract.



SCHEDULING: MRI THE LOCUM TENENS EXPERTS

With over 35 years of experience with Locum Tenens staffing and contract staffing, MRI has developed an extremely effective approach to filling positions and building out our database for client needs. Upon award of the contract, MRI will dedicate a recruiter to build out our WV Psychiatric RN and LPN database to meet the specific position criteria for MMBH. During weekly meetings, our Recruiters will compare our pool of candidates against historical and anticipated staffing demands. If an anticipated surge is foreseen, MRI will expand our recruiting efforts to further supplement our MMBH candidates in anticipation for your needs.

After all healthcare providers have satisfied MMBH's orientation, our staffing coordinators will call healthcare providers for their availability two weeks in advance. Then the availability of the healthcare provider is placed in our staffing software. If an emergency call comes in requesting an unexpected vacancy be filled, our Scheduling Specialists will at that time place a call to book an available healthcare provider who meets the position requirements.

"Through our successful joint venture, Management Registry Inc. has been providing exceptional supplemental staffing for over 25 years. We have been able to depend on MRI to provide top-notch management services and nursing professionals to fulfill our staffing needs as they arise either through per diem or contract assignments."

- Nursing Director at a Louisville, Kentucky Hospital

MRI will continue to send new nurses through orientation to guarantee a large pool of healthcare providers to choose from at any given time. Currently, MRI is the prime contractor providing management services for Baptist East and Baptist North, and our clients have experienced no problems filling 13-week contracts and PRN shifts including call offs. Our pool of healthcare providers who are orientated at both facilities gives us a larger pool of people to fill our client's needs.

BILLING, INVOICING, AND INSURANCE

MRI is ready to meet and comply with all requirements covered in RFQ MMB13100 to include submission of timesheets, billing, credentialing, reporting, and facilities access. We have read and are ready to abide by the RFQ's definition of Vendor Default.

MRI pays our employees by Direct Deposit. We apply all local, state, federal, and FICA taxes to an employee's pay and W-2 statements. Pay day is every Friday. Employees can access their paystub online 24/7 using the Employee eConnect portal. If an employee does not have access to the internet, our branch office will print the paystub for pickup at the employee's convenience.

MRI carries professional liability insurance, general liability insurance, and worker's compensation for all our Contract Employees. Copies of our insurance coverage can be viewed in Appendix B.

SUMMARY

MRI stands ready to provide MMBH with the requested Locum Tenens Psychiatric RN and LPN nursing assistance. We possess the administrative capabilities to both administer payroll, track completion of orientation for each nursing staff personnel for the facility and complete monthly and quarterly reporting. MRI will present only qualified personnel to the facilities. Our past performance speaks to our ability to provide MMBH with the nursing staff assistance needed **when** they are needed. By choosing us for this effort, MMBH will receive experienced, trained



Locum Tenens Psychiatric RNs and LPNs
For Mildred Mitchell-Bateman Hospital

Psychiatric RNs and LPNs dedicated to providing high-quality nursing assistance to the patients of their facility. We look forward to the opportunity to provide our services.

Appendix A: Resumes of MRI Potential Candidates for MMBH



C.H., RN

Years of Relevant Experience	
Registered Nurse	3+ years

Objective

A highly motivated and excellently trained Registered Nurse looking for a position at a health care facility. Offering excellence in best nursing practices with a profound ability to care for and deal with all patients on a physical and/or psychological level.

Experience

- Two years' experience working with psychiatric and chemical dependent clients including group counseling.
- Perform a variety of diagnostic procedures; set up rooms with proper equipment for procedures, EKG's, phlebotomy, obtaining blood from PICC lines, Foley catheter insertion and removal.
- Nasogastric tube placement.
- Prepare and administer medications by; oral, sublingual, intramuscular, intradermal, subcutaneous, topical, dermal, inhalation and intravenous routes.
- Perform a functional assessment and a physical examination.
- Insert and discontinue peripheral intravenous lines.
- Surgical wound care using sterile and aseptic technique.
- Maintain the care and upkeep for artificial airways such as oral airways, nasal airways, endotracheal tube and tracheostomy tube. Ventilation maintenance.
- Perform infectious control procedures.
- Application and maintenance of various surgical drains.
- Blood administration.
- Obtain and transcribe orders given from doctors and nurse practitioners.
- Establish and maintain good interpersonal relationships with co-workers, families, peers, and other health team members.
- Assure the privacy and personal dignity of patients.
- Provide individualized patient teaching and preventative healthcare/health maintenance.
- Company nurse consulting helping prepare for state and county surveys.
- Direct supervision of unlicensed assistive personnel and licensed practical nurses.
- Care plans.
- 15 years as a medical transcription,
- 5 years' experience in insurance billing

Work History

Health Management Services of Kentucky
Pikeville, KY
Phone Number : (606)432-2111
Dates Employed : May 2012 to Present

Morning Pointe
1000 Addington Drive Russell, KY 41169
Phone Number : (606)833-1120
Dates Employed : June 2011 to November 2011

Ultimate Treatment Center
3655 Winchester Avenue Ashland, KY 41101
Phone Number : (606)393-4632
Dates Employed : August 2009 to January 2011



Woodland Oaks
1820 Oakview Rd. Ashland, KY 41191
Phone Number : (606)325-5200
Dates Employed : May 2009 to August 2009

Education

Obtained high school diploma at Boyd County High School in Ashland, Kentucky in 1990.
Obtained Medical assisting/transcriptionist certification at KEE Business College in Richmond Virginia in 1991.
Obtained LPN at Ashland Community and Technical College in Ashland, Kentucky in 2009.
Obtained RN at Ohio University Southern In Ironton Ohio in 2012.

Professional Licensure

Kentucky Registered Nurse License No: 1134343
West Virginia Registered Nurse License No: 85032
Kentucky License Practical Nurse License No: 2043886

Professional References

Sydney Davis Phone No: (606)744-3296
Tyesha Baskin Phone No: (304)412-3880
Requel Hensley Phone No: (304)644-1812



J.L, RN

	Years of Relevant Experience
Registered Nurse	1 year

OBJECTIVE:

I am a dedicated professional with a diverse background in nursing with experience in the clinical and management aspects of nursing and am looking for the opportunity to utilize my skills within your organization.

EDUCATION:

Mountain State University, Charleston, WV Register Nurse, BSN	2012
Garnett Career Center, Charleston, WV Licensed Practical Nursing	1993

CERTIFICATIONS:

CLINICAL EXPERIENCE:

Family Practice	Documentation
Long Term Care	Worker Compensation Injuries
OB/GYN	Third Party Insurer
Home Health and Hospice Nursing	(Mock) State Survey's in LTC facilities
Psychiatric Nursing	Medical Records & Chart Review
Patient Education & Training	Case Management
Laboratory Procedures & Technologies	

MANAGEMENT QUALIFICATIONS:

Staff Development Coordinator	Risk Management
Staff Training, Development & Supervision	Program Management
Team Building, Mentoring & Leadership	Hiring, Scheduling
Marketing & Communication	Nurse Consultant

EMPLOYMENT HISTORY:

Highland Hospital

3/2010 - 8/2010

I worked on the Substance Abuse unit as the Charge Nurse. This was a seven day rehabilitation unit that detoxes patients from drugs and alcohol abuse. My duties included but were not limited to assessments, medication administration, physician orders, documentation, and patient monitoring. As the Charge Nurse I was able to keep the therapist and physicians informed of any changes or behavior problems that may occur. The patient's safety and health maintenance is always a priority with anyone under my care.

Prevent, Inc., Hickory, NC

2005 - 2009

I worked as a Nursing Program Director in risk management and patient injury reduction. In this position my obligations were to provide a continuum of training, education, and monitoring of compliance under the programs guidelines for each Long Term Care facility. I worked closely with the Staff Development Coordinators, Director of Nursing and Administrators to ensure all staff were adequately trained and educated through this program.

Family Care, Charleston, WV

2002 - 2004

I worked as a Nursing Supervisor over the medical staff. This was a multifaceted Primary Care office which involved Family Planning, OB/GYN, Midwifery, Pediatrics, and Geriatrics services. My duties included all aspects of the clinic which were assessments, history & physical, patient education,



treatments, assisted in minor surgery, telephone triage, scheduling, payroll, hiring and training of staff. I worked closely with the physicians meeting their needs to make sure the office ran smoothly. The physicians were assured that their patient received prompt accurate treatment as deemed necessary.

Homecare Pharmacy (now Omnicare), Nitro, WV

2004 - 2005

Worked as Nurse Consultant, in Long Term Care facilities, monitoring compliance with the pharmacy related to WV State regulations for LTC. In addition, I also conducted (Mock) State Survey's with the nurses during medication pass as well as monitoring charting.

**Hospice Inc. / Private Duty Nursing, Cabell County (Huntington)
Kanawha County**

2004

1993 - 1994

Experience both as a Hospice and Homehealth nurse. I always worked to provide a caring, emotional, spiritual, and supportive environment for my patients and their family. My duties included but not limited to extensive hands on treatment, drug administration, family education, gastric tube feedings, ventilator and tracheotomy care, daily assessments and documentation. While providing palliative care and working closely with the physician I was able to provide the care, comfort and dignity for the patient during their time of need.

REFERENCES:

Carolyn Watson RN
AM/FM Long Term Care
Phone: (304)727-7196

Debbie Slak Katz, RN, (Former Director w/Prevent Inc.,) Regional Safety Director
Genesis HCC
Phone: (443)629-5224

Paula Benfield, Office Manger
Prevent Inc.
Phone: (877)438-5438



J.W., RN

Years of Relevant Experience	
Registered Nurse	7 years

OBJECTIVE Registered Nurse (RN) position that will utilize my skills and experience

SUMMARY

- Highly motivated, compassionate RN with proven assessment and management skills
- Strong work ethic with commitment to providing exceptional patient care
- Extensive experience in in-home, hospital, and long-term care facilities
- Excellent human relations, leadership, presentation, and teaching abilities
- Superior organizational, analytical, prioritizing, multi-tasking, team-building, coordinating, and problem-solving abilities
- Effective oral and written communication skills
- Computer literate: MEDITECH and Microsoft Word and PowerPoint
- Work well independently or as part of a team

EXPERIENCE

RN – Mildred Mitchell Bateman Hospital, Huntington, West Virginia August 2012 to December 2012

- Duties involved documentation of patient records, transcribing of medical orders, and also observation on forensic unit.
- Provided therapeutic interventions, and educated patients and caregivers on medication.

RN – North Shore Hospital, Miami, Florida May 2012 to August 2012

- Provided general patient care and medication education and monitoring.
- Processed residents' admissions and discharges.

RN – Minneapolis VA Medical Center, Minneapolis, Minnesota November 2011 to January 2012

- Interviewed veterans with diagnosis of post-traumatic stress disorder.
- Performed follow-up on procedures, medications, and missed appointments.
- Triage veterans in crisis via telephone, and administered flu vaccinations.
- Utilized Abnormal Involuntary Movement Scale (AIMS) to detect Tardive Dyskinesia.
- Oriented new personnel and taught them clinic procedures.

RN – Bay Shore Hospital, Pasadena, Texas July to October 2011

- Served as charge nurse and oversaw work of 4 to 6 personnel.
- Provided general patient care, assessment, and rehabilitation.
- Performed family interventions, and processed patients' admissions and discharges.

RN – Florida State Hospital, Chattahoochee, Florida July 2008 to December 2009

- Provided general patient care and medication education and monitoring.
- Processed residents' admissions and discharges.

RN – Cedar Hills Healthcare Center, Jacksonville, Florida December 2006 to October 2007

- Served as weekend house supervisor: Scheduled, supervised, motivated, and evaluated staff.
- Provided general patient care in compliance with Continuous Quality Improvement Program.
- Ensured high quality patient care in rehabilitation and long-term care facility.

Instructor – Florida Community College at Jacksonville, Florida June 2002 to October 2003

- Taught nursing-related courses, allied healthcare, and laboratory techniques to Certified Medical Assistants (CMAs) and Licensed Practical Nurses (LPNs).



Locum Tenens Psychiatric RNs and LPNs
For Mildred Mitchell-Bateman Hospital

EDUCATION BS in Nursing – 2007 – University of Phoenix, Jacksonville, Florida
AS in Nursing – Florida Community College of Jacksonville, Jacksonville, Florida

REFERENCES AVAILABLE UPON REQUEST



J.R., LPN

		Years of Relevant Experience
Licensed Practical Nurse		25

Objective

To apply my education and work-related training to a position that allows me to both utilize and expand my abilities as an LPN, and increase my experience in the field of nursing.

Education

1989-1999 Western Kentucky University
1987-1988 Glasgow School for Health Occupations
1975-1979 Glasgow High School

Clinical Experience

Fountain Circle Health and Rehabilitation Winchester, Ky.

May 2010 – December 2012

Weekend PRN Staff Nurse

Rehabilitation Unit, 50 beds. Medical care for short term rehabilitation patients.
September 2009 – Present Russell Household Richmond, Ky.

Child Care Provider

In Home Care Glasgow, Ky.

April 2009 – September 2009

Provide day to day care for prematurely born twin grandchildren. Responsible for daily needs and medical care, transport to and from all pediatric visits. Plans daily activities.

End Stage Life Care

Magnolia Village Alzheimer's Center Bowling Green, Ky.

June 2008 - April 2009

3-11 Charge Nurse

Hart County Health Care Center Horse Cave, Ky.

May 2005-April 2008

Provided In home care for terminal family member.
60 bed unit, LPN duties as assigned. Dealt with long term care residents.

Resident Care Coordinator

TJ Sampson Hospital Glasgow, Ky.

1988- May 2005

In charge of all new admissions to the center, as well as the medical needs reviews for all 104 residents. Responsible for ordering of oxygen and direct resident care supplies. Accustomed to reviewing records, collaborating with patient physicians and inspecting the work of staff. In charge of the hiring and releasing of employees as part of the administrative staff.

Awarded for Employee of the month June 2006.

Served as unit coordinator prior to promotion as Resident Care Coordinator in January 2007.

LPN Staff Nurse

Glasgow Kidney Center Glasgow, Ky

2000-2001

Experience working in Critical Care Unit, as well as in Endoscopy, Medical Surgical, and Geriatrics. Worked all three units; labor and delivery, nursery and post-partum while in OB. Accustomed to fast paced, high stress situations.

LPN Staff Nurse

Worked part time while still maintaining my position at TJ Sampson.

Administered dialysis to patients requiring treatment.

Qualifications



Basic office experience including (but not limited to) filing, telephones, faxing, copying, coordinating, organizing, communicating with patients, visitors, physicians, and employees.

Excellent patient care record.

Hard worker, extremely fast learner, conscientious employee.

Familiarity with privacy laws and HIPPA.

CPR and ACLS certified.

References

Ms. Teresa Hatherill, LPN, Fountain Circle Health and Rehabilitation. (859) 559-1989.

Mrs. Donna Blakely, RN, Monroe County Medical Center. (270) 407-9804.

Mrs. Terri Woody, LPN, Magnolia Village. (270) 779-9213.

Mrs. Jenny West, RN, Fountain Circle Health and Rehabilitation. (606) 560-9305.



K.E., LPN

	Years of Relevant Experience
Licensed Practical Nurse (LPN)	8

OBJECTIVE:

To acquire a position in healthcare in which will allow me to offer my many years of experience and knowledge to better the clients and the industry.

EDUCATION:

Lindsey Wilson College	2005
BA - (Human Service Professional/Counseling)	
Kilgore College	

Licensed Practical Nurse Certificate

CERTIFICATIONS:

WV 26002 - Current
KY 2039198 - Current

EMPLOYMENT HISTORY:

Interim Health Care - Licensed Practical Nurse - Charleston, WV	2012 – Present
Home Health Pediatrics	

- Proficient knowledge of Tracheostomy Care/Tube Feeding/Ventilator
- Proficient in all aspects of Pediatric assessment, documentation related to clients level of care.
- Extensive knowledge of medications related to diagnosis.

Maxim Health - Licensed Practical Nurse - Ashland, KY	2009 - 2011
Home Health Pediatrics	

- Proficient knowledge of Tracheostomy Care/Tube Feeding/Ventilator
- Proficient in all aspects of Pediatric assessment, documentation related to clients level of care.
- Extensive knowledge of medications related to diagnosis.

Ramey Estep Homes - Licensed Practical Nurse - Rush, KY	2007 – 2009
Residential Treatment	

When assisted work as Charge Nurse on unit.

- Extensive knowledge of diagnosis related to mental illness, alcohol and drug addiction.
- Proficient knowledge of psychotropic medications and rational for treatment which includes knowledge of Axis I – IV.
- Documentation related to clients behavior and diagnosis.

River Park Hospital - Licensed Practical Nurse - Huntington, WV	2005 - 2007
Charge Nurse on Unit.	

- Extensive knowledge of diagnosis related to mental illness, alcohol and drug addiction.
- Proficient knowledge of psychotropic medications and rational for treatment which includes knowledge of Axis I – IV.
- Documentation related to clients behavior and diagnosis.



REFERENCES:

Donnah Clark

Pathways

Service Coordinator
(606)324-3005 Ext. 4499
Donnah.mcclave@pathways-ky.org

Vanessa Ingle

Pathways

Service Coordinator
3701 Landsdown Drive
Ashland, KY 41102
(606)833-4444
Vaness.ingle@pathways-ky-org

Jennifer Jeffers, M.Ed.

Lindsey Wilson College

School of Professional Counseling
Ashland Site Coordinator
(606)326-2065 Cell: (606)584-5114
jeffersj@lindsey.edu

Amy Joe Holloway

Consulate Health Care

Director of Admissions and Marketing
850 Nelli Street
Greenfield, OH 45123
(740)701-5509
amy.j.rayburn@consulatehc.com



M.B., LPN

		Years of Relevant Experience
Licensed Practical Nurse (LPN)		10+

OBJECTIVE:

To obtain a challenging position in the health care field as a licensed practical nurse where I may fully utilize my present skills, as well as gain new ones.

EDUCATION:

Collins Career Center – Chesapeake, OH 2003
Licensed Practical Nurse

CERTIFICATIONS:

West Virginia – In Process
Kentucky Nursing License – 2038296
Ohio Nursing License – PN114319

EMPLOYMENT HISTORY:

Primary Care Nursing Services, Inc. - 3140 Lily-Mar Court, Dublin, Ohio 11/2012 - Current
PRN status

Home Health Nurse. Duties include in home care of pediatric patients with varying acuity levels, wound care, trach care, g-tube care and feedings. Accompanying patient to various destinations, assist with ADL's.

Jo-lin Health Care Center - 1050 Clinton St. Ironton, Ohio 3/2012 - Current
PRN status

LPN Charge Nurse. Duties include medication administration, assessment and monitoring of patient condition, trach care, pain management, treatments, documentation.

Sunset Nursing Center - 813 1/5 Marion Pike, Coal Grove, Ohio 1/2012 - 3/2012

Wound Care Nurse; LPN Charge Nurse. Treatment of wounds, medication passes, admissions, discharges, reporting change in patient condition to physician, taking off orders, accurate documentation.

Jo-lin Health Care Center - 1050 Clinton St. Ironton, Ohio 5/2008 to 10/2011

Charge Nurse. Duties included med passes, admissions, discharges, pain management, wound care, documentation of patient condition, supervision of nurse aides.

Best Care Nursing/Rehab - 2159 Dogwood Ridge Road, Wheelersburg, Oh 1/2007 to 8/2008

LPN Floor Supervisor. Responsibilities include medication administration, admissions, trach care, treatments, assessment and monitoring of patient condition, documentation.

Oakmont Manor - 1100 Grandview Drive, Flatwoods, KY 1/2004 - 11/2004 & 2/2005 - 10/2006

LPN Charge Nurse. Medication passes, admissions, accompanying the physician on rounds, taking off orders, monitoring lab values, addressing family concerns, patient assessments

River's Bend Health Care - 335 Twp Rd 1026, South Point, Oh 11/2003 to 1/2004

LPN Staff Nurse. Duties included medication passes, admissions, patient care and treatments.



REFERENCES:

Barbara Daniels (RN)
Jo-lin Health Care Center - Supervisor
1057 Berkshire Lane
Russell, KY 41169
Phone: (606) 833-0051

Teresa Dean (RN)
Jo-lin Health Care Center – QA Supervisor
1985 Disterdick Lane
Ironton, Ohio 45638
Phone: (740) 532-6096

Elaine Jenkins (RN)
Jo-lin Health Care Center – Supervisor
3855 County Road 52
Ironton, Ohio 45638
Phone: (740) 532-1899



R.K., LPN

Years of Relevant Experience	
Licensed Practical Nurse (LPN)	1+

OBJECTIVE:

To acquire a position in healthcare in which will allow me to offer my excellent patient care to better the clients and the industry.

EDUCATION:

Ashland Community and Technical College	Ashland, KY	2011
Practical Nursing		
Associate Degree		
Dean's List		

CERTIFICATIONS:

Practical Nurse – Kentucky
 Practical Nurse - West Virginia
 CPR BLS

SKILLS & HIGHLIGHTS:

- CPR/BLS certified
- EPIC proficient
- Clinical experience
- Medical terminology
- Phone Communication
- Foley catheter insertion/removal
- Chart preparation/filing
- Drug administration
- Obtaining/charting vital signs
- Patient evaluation/intervention
- Professional bedside manner
- Organizational skills
- Feeding assistance
- Mobility assistance
- Patient positioning
- Patient transporting
- Tracheotomy care
- Colostomy care

EMPLOYMENT HISTORY:

Physician Office LPN	Ashland, KY	08/2011 – 08/2012
Kings Daughter's Medical Specialties		

- Practical Nurse for nine physician nephrology office.
- Interviewed patients to obtain medical history, vital signs, weight and height.
- Recorded patients' medical history, vital statistics and test results in medical records.
- Performed urinalysis testing.
- Evaluated patient care needs, prioritized treatment, and maintained patient flow.
- Authorized drug refills and provided detailed prescription information to pharmacies.
- Multi-tasked general office duties such as answering multiple telephone lines, completing prescription refills, scheduling appointments and mailing follow up letters.
- Maintained complete immunization records for all physicians.



- Provided education to patients with chronic kidney disease.

Student Practical Nurse
King's Daughter's Medical Center

Ashland, KY

03/2011 – 04/2012

Completed 120 hours practicum on Oncology Floor and completed 2 semesters clinical training on Respiratory Step-Down floor.



T.W., LPN

Years of Relevant Experience	
Licensed Practical Nurse (LPN)	5+

OBJECTIVE:

To acquire a position in healthcare to succeed in any given environment that is challenging and will allow me to utilize my skills in the industry.

EDUCATION:

LPN certification- Collins Career Center, Chesapeake 06/2007
 LPN certification
 CPR certification
 IV therapy certification

EMPLOYMENT HISTORY:

LPN - Western Regional Jail, Huntington 10/2012 - Present

- Vital Signs
- Patient education
- Injections
- Obtaining/ reviewing physician orders
- EKG
- Medication administration
- Chart maintenance
- Glucose monitoring
- Blood draws

LPN - Tri State Allergy, Huntington 08/2012 – 10/2012

- Vital signs
- Injections
- Obtaining/ reviewing physician orders
- Patient education
- Entering/ Making allergy serum

LPN - ResCare, Huntington 09/2009 – 08/2012

- Patient teaching
- Medication administration
- Obtaining/reviewing physician orders
- Vital signs
- Tube feedings
- Catheters
- Blood glucose monitoring
- Assessments
- Chart maintenance
- Schedule appointments

LPN - Valley Health A Woman's Place, Huntington 01/2008- 07/2009

- Assisted with PAPs/ LEAP/ Colposcopy procedures
- Patient teaching
- Obtained physician orders
- Blood draws
- Vital signs



LPN - Huntington Health and Rehab, Huntington

08/2007 – 01/2008

- Vital signs
- Patient teaching
- Medication administration
- Tube feedings
- Catheters
- Wound care
- Chart maintenance

Appendix B: MRI Insurance Certificates



CERTIFICATE OF LIABILITY INSURANCE

MAL0JC1 OP ID: TL
DATE (MMDDYYYY)
01/07/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of KY Inc. P.O. Box 23410 Louisville, KY 40223-0410 James D. Wettoror, CPCU, CIC		502-241-7072 502-241-7843	CONTACT NAME: PHONE (A/C No, Ext): FAX (A/C No): EMAIL ADDRESS:														
INSURED Management Registry Inc, dba Malone Staffing; JC Malone Associates; Malonecore LLC; Malone Staffing GA LLC; SeaNota 1941 Bishop Lane, Ste 100 Louisville, KY 40218		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER B: Cincinnati Specialty</td> <td>13037</td> </tr> <tr> <td>INSURER C: Scottsdale Insurance Company</td> <td>41297</td> </tr> <tr> <td>INSURER D: Princeton Excess & Surplus</td> <td>10786</td> </tr> <tr> <td>INSURER E: Cincinnati Insurance</td> <td>10677</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: Cincinnati Specialty	13037	INSURER C: Scottsdale Insurance Company	41297	INSURER D: Princeton Excess & Surplus	10786	INSURER E: Cincinnati Insurance	10677	INSURER F:	
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INSURER D: Princeton Excess & Surplus	10786																
INSURER E: Cincinnati Insurance	10677																
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RSR LTR	TYPE OF INSURANCE	ADDL INSR	USGR WOV	POLICY NUMBER	POLICY EFF MMDDYY0000	POLICY EXP MMDDYY0000	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Professional: \$3,000,000 agg GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> FRO. <input type="checkbox"/> EXT <input type="checkbox"/> LOC			CSU0029174 - OCCURRENCE	06/16/12	06/16/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> Professional: \$3,000,000 agg GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> FRO. <input type="checkbox"/> EXT <input type="checkbox"/> LOC			CSU0029177-CLAIMS MADE \$1,000,000 OCC/PROF.	06/16/12	06/16/13	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS			EBA0072210	03/25/12	03/25/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA/LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			68A3UB0001115-00	06/16/12	06/16/13	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	YIN	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> ODP-PR E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Employee Theft			8223-9846	06/15/12	06/15/13	50000 ded 1,500,000
A	Depositors Forgery			8223-9846	06/15/12	06/15/13	2500 ded 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Addition of Remarks Schedule, if more space is required)

CERTIFICATE HOLDER NORTAT1	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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NOTEPAD	INSURED'S NAME Management Registry Inc. dba	MALOJC1 OP ID: TL	PAGE 2 DATE 01/07/13
<p>Insured (Cont) Management Registry Inc. dba Spaid Nursing Service; dba Malone Staffing; dba JC Malone Associates; dba Malone Medical Staffing; JC Malone & Trinity LLC; Affiliated Nursing Service, Inc. dba Malone Staffing Solutions; dba Malone Professional Solutions; dba Malone Government Solutions; dba Malone Training Solutions; dba Malone Technology Solutions; Malonecore LLC; dba Malone Staffing Solutions; MRI Holdings, LLC; Malone Staffing Georgia dba Malone Staffing</p>			
<p>HOME HEALTHCARE PROFESSIONAL \$1,000,000/\$3,000,000 CSU0029178 6/11/12-6/11/13 Retention \$2,500.00</p>			

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T Insurance Services, Inc. 2600 Eastpoint Parkway (40223) P O Box 436869 Louisville, KY 40253	CONTACT NAME: PHONE (A/C, No, Ext): 502 489-5900	FAX (A/C, No): 8668812184	
	E-MAIL ADDRESS: 		
INSURED JC Malone Associates Tim Malone 1868 Campus Place Louisville, KY 40299	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Zurich American Insurance Compa		16535
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC343474412	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**** Workers Comp Information ****

Other States Coverage
Proprietors/Partners/Executive Officers/Members Excluded:
Joseph C. Malone
Timothy P. Malone
(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

DESCRIPTIONS (Continued from Page 1)

Terrence F. Malone

**** Supplemental Name ****

- Supplemental Name applies to all policies - JC Malone Associates
- First Supplemental Name applies to all policies - Management Registry Incorporated
- First Supplemental Name applies to all policies - MRI Holdings, LLC
- First Supplemental Name applies to all policies - J C Malone & Trinity, LLC
- First Supplemental Name applies to all policies - Malonecore, LLC
- First Supplemental Name applies to all policies - Malone Staffing of Georgia
- First Supplemental Name applies to all policies - DBA Spaid Nursing
- First Supplemental Name applies to all policies - Affiliated Nursing
- First Supplemental Name applies to all policies - DBA Malone Medical Staffing
- First Supplemental Name applies to all policies - DBA Malone Staffing Solutions
- First Supplemental Name applies to all policies - DBA Malone Professional Solutions
- First Supplemental Name applies to all policies - DBA Malone Government Solutions
- First Supplemental Name applies to all policies - DBA Malone Training Solutions
- First Supplemental Name applies to all policies - DBA Malone Technology Solutions
- First Supplemental Name applies to all policies - DBA Malone Healthcare Solutions
- First Supplemental Name applies to all policies - Professional Selection Services LLC DBA MSI
- First Supplemental Name applies to all policies - DBA Malone Staffing