

CAPABILITIES STATEMENT



CAGE# 6UJL1

DUNS# 015467362

EIN# 45-2151069

GSA Contract# 47QRAA20D0043

CERTIFICATIONS & AWARDS

Certified WOSB by NWBOC

AWARD: Employer of the year 2019, Alterius College

COMPANY OVERVIEW

Peace of Mind Billing, LLC Collaborative has been in business since 2006, providing our clients with satisfaction in all areas as it relates to their needs. We collaborate with partners in Healthcare, Marketing, Administrative Management and General Management Consulting Services, and Mental Health. Our mission is to give our clients the best quality of work and give them Peace of Mind.

CORE COMPETENCIES

HEALTHCARE: Medical Coders, Mental Health Providers, and Medical Billers.

FINANCIAL SERVICES: Payroll and Auditing.

ADMINISTRATIVE MANAGEMENT: Marketing, Office support, Temporary Help, Administrative Support, Records Management, Client Relations, Payroll Taxes and Quarterly Reports, Customer Service Phone Support, Taxes, Quarterly Reports,

INFORMATION TECHNOLOGY SERVICES: Collaborative Partners: Data Entry, Database Administration, Web Design, Hardware Products, Software Training.

OUR DIFFERENTIATORS

We offer our clients a portfolio of services that reflect our expertise, experience and understanding of the business from the BPO perspective. Our deep process expertise and world-class IT skills help our clients to innovate, automate and execute their business processes at lower cost with higher quality.

- OUR KEY EXPERTISE LIES IN PROCESSES
- FLEXIBLE LOCAL CUSTOMER SERVICE
- OUR TOP LEVEL RISK MANAGEMENT PROCESSES
- STRONG CLIENT ENGAGEMENT FRAMEWORK

PAST PERFORMANCE

Grace Harbour, Core Agency for DBHDD
Stepping Stone, Core Agency for DBHDD
Jeff Matthews, LPC., Mental Health Billing

KEY PERSONNEL

CEO/President
Director of Administration
Director of IT Services

Jill Oldaker
Sharon Stadalsky
Chris Mickle

NAICS CODES

Primary: 524292 - Third Party Administration Services

Secondary Naics Code:

541611 - Administrators and General Management

561110 - Office Administrative Services

541219 - Other Accounting Services

611420 - Local Area Network Management (LAN)

621330 - Office of Mental Health Practitioner

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