



SUSANA MARTINEZ, GOVERNOR

CATHERINE D. TORRES, M.D., CABINET SECRETARY

Call to qualified experienced MDs, FNP, CNPs, CNMs for Reproductive Health Services

Thank you for your interest in contracting with the New Mexico Department of Health, Public Health Division/Family Planning Program to provide reproductive health services.

The mission of the New Mexico Department of Health is to promote health and sound health policy, prevent disease and disability, improve health services systems and assure that essential public health functions and safety net services are available to New Mexicans. The Public Health Division/Family Planning Program is issuing this Call to Providers to seek professional health services from qualified licensed clinicians who are experienced in providing reproductive health services in order to promote healthy families through education, counseling, and medical support (contraceptive information, exams, and supplies). The Public Health Division/Family Planning Program works to assure families have the knowledge and tools to plan when they would like to grow, and thus prevent unintended pregnancy and abortion.

Professional health services will be provided 8-16 hours per week at Public Health Offices in Chaves, Lea, Eddy, Dona Ana, Luna, Socorro, Santa Fe, Rio Arriba, Union, Colfax and possibly other Counties to include Family Planning, Sexual Transmitted Disease and Breast and Cervical Cancer Screenings. Direct patient care is provided in accordance with written medical protocols to include: a complete medical history, physical examination, lab testing, diagnosis and treatment, prescription of medications, management of contraceptive methods, HIV/AIDS prevention education, referral and follow-up services, Violence, Alcohol, Substance Abuse, and Tobacco use (VAST) screening and referrals.

Qualified applicants must have:

- A current New Mexico license as a physician, nurse practitioner, certified nurse midwife or clinical nurse specialist and should be in good standing with their licensing authority, and
- Proof of liability insurance coverage

Scope of Work for clinicians responding to this call:

- a. Prior to providing clinical care, complete the following trainings:
 - i. HIPAA training – HIPAA Privacy 101 for all, HIPAA IT Security 201 for everyone, and HIPAA Privacy 102 for anyone working with PHI;
 - ii. Title X Orientation;
 - iii. Reporting Abuse and Human Trafficking; and
 - iv. VAST Screening.



PUBLIC HEALTH DIVISION

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- b. Prior to providing clinical care, review Section 1 (2011 Guidelines for Clinical Services), Section 2 (2011 Contraceptive Methods), and Section 5 (2011 Special Populations) of the Family Planning Protocol.
- c. Review the Family Planning Program protocol in its entirety within 30 days of a fully executed agreement.
- d. Review the Breast and Cervical Cancer Screening protocol in its entirety within 30 days of a fully executed agreement.
- e. Provide reproductive health services to men and women to include family planning, sexually transmitted infections, and breast and cervical cancer screening.
- f. Services to be provided include: complete medical history, physical examination, lab testing, diagnosis and treatment, prescription of medications, management of contraceptive methods, HIV/AIDS prevention education, referral and follow-up services, Violence, Alcohol, Substance Abuse, and Tobacco use (VAST) screening and referrals.
- g. Provide “all-options” counseling to pregnancy-positive clients, which includes prenatal care and delivery; infant care, foster care or adoption; and pregnancy termination.
- h. Document all clients’ visits in the BEHR system on the day of service according to the Family Planning and BEHR Protocols.
- i. All medical information will be documented in the Billing and Electronic Health Record (BEHR). The Department will provide access to BEHR and training on its use.
- j. Participate in clinic record audits to assess care and documentation
- k. Participate in bi-annual CPR/AED training; completes annual CLIA training and all laboratory reporting requirements.

Interested clinicians should submit the following by 5 pm on January 3, 2012:

- A letter describing your qualifications to provide reproductive health care, including whether the clinician is skilled in implantable birth control devices and inserting/removing IUDs; area of the state that you are interested in providing services; and contact information (address and phone number);
- [W9 substitute](#) (required to become a vendor for the state of New Mexico);
- [HSC application](#) in order to credential contracted provider;
- [Public Health Division Provider Checklist](#) for requested privileges;
- Proof of current license to practice in New Mexico;
- Proof of liability coverage; AND
- If available, proof of certification to administer implantable birth control devices

All documents should be mailed to:

Dr. Maggi Gallaher, Medical Director
Public Health Division
New Mexico Department of Health
P.O. Box 26110
Santa Fe, NM 87502-6110

Interested providers should submitted requested documentation by 5:00 pm on Tuesday, January 3, 2012. Requests received after that time may still be considered if the need for providers is not met from among those received by the above date. Requests to provide services will be reviewed by an evaluation committee. Selected providers will then be offered a [Provider Agreement](#) (for providers who are not former state employees) or a [Professional Services Contract](#) (for former state employees). Samples of both of these documents can be found on the DOH website.

For further information, please contact Dr. Maggi Gallaher at (505) 827-0975 or maggi.gallaher@state.nm.us .