

TOWN OF BUCKFIELD RESCUE DEPARTMENT AMBULANCE SERVICE BILLING POLICY

PREFACE

This Policy is the official billing policy to be used for all billable ambulance services of the Buckfield Rescue Department, hereinafter referred to as Department. This Policy shall be reviewed and updated annually by the Board of Selectmen.

The Town, being a licensed and approved Medicare provider, strictly follows the *Federal Government Medicare Billing Guidelines* (FGMBG) as it refers to pre-hospital care billing practices. It is the intent of the Town to maintain a billing system for its services in order to fund as much as possible of its operating costs. The funding is used to offset the cost of the service to the taxpayers of Buckfield.

POLICY

By FGMBG the Town is obligated to a “bill for all services equally” policy. That is if you bill a Medicare patient for a service at a set rate, you must bill a patient with other or no insurance at the same rate. Furthermore, billing only Medicare patients and not other patients is a direct violation of the FGMBG.

The Department provides emergency medical services from many types of emergency scenes. The Department services all of Buckfield as the primary Basic Life Support (BLS) Provider. The Department also maintains mutual-aid agreements with other towns and private entities to insure professional service.

The Department shall bill all patients transported in the Department’s ambulance from the origin of the patient’s emergency. The Department does not bill for ambulance service for responding to the scene of an emergency and subsequently being cancelled or if the patient is not in need of medical assistance.

The Town shall maintain a contract with a billing company to handle all aspects of the billing process other than gathering initial insurance information at the scene. The Buckfield Rescue Chief will be the liaison between the billing company and the Department.

RATES

The billing company shall apply the following rates as determined by the Town for all billable services:

- The flat rate for BLS transport is \$450.00 flat rate.
- An additional charge for mileage will be billed at \$12.00 per mile.
- The flat rate for ALS transport is \$550.00 flat rate.
- An additional charge for mileage will be billed at \$12.00 per mile
- An additional charge for other specific treatments shall be assessed based on the current industry standard.

PAYMENTS

The Town shall use the following procedure to collect payments due for services rendered. In most cases, the patients' insurance will be billed directly by the Town's billing company. In some cases, the patient may be billed directly by the Town's billing company. In these cases, it may be due to the fact the billing company does not have the correct insurance information. It is the ultimate responsibility of the patient to provide the Town or the billing company with the correct insurance information in these situations. Another reason for the patient to be billed directly is when their insurance does not cover emergency medical services and it must be submitted to the patient's major medical insurance.

Patients who do not have insurance or are listed as self-pay shall be billed directly. Patients are required to make payments in full when billed directly. If payment delays are expected, the billing company should be notified immediately and a payment plan established.

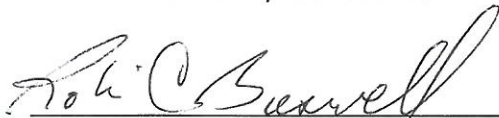
All legal attempts to collect outstanding payments due the Town shall be made. This shall include, but not be limited to sending the account to a collection service and further legal action.

Any outstanding balance of the billable service is the responsibility of the patient when all other collection avenues have been exhausted.

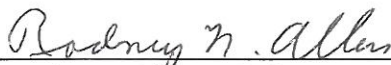
We, the undersigned Buckfield Board of Selectmen do hereby adopt this Policy at a meeting duly called on this 4th day of October, 2011



Eileen Hotham, Selectman



Robin Buswell, Selectman



Rodney Allen, Selectman