

EMS Billing Policy

1. **Statement of Policy**

The purpose of this policy is to outline the process for the City of Jamestown to follow billing for EMS transports through the Jamestown Fire Department. These rules are in place to ensure funds are collected in a timely manner and to ensure residents are aware of the billing procedure of the City.

2. **Policy**

2.1 **Correspondence from City (or designee) to Patient**

1. The City of Jamestown (nor its business affiliates) will not utilize threatening letters or similar collection tactics to collect payment for services rendered.
2. The primary focus of all billing messages and telephone contacts will be to secure the insurance information of the patient(s).

2.2 **EMS Billing Procedure**

1. As a courtesy to our patients, the City of Jamestown will make every effort to bill and collect payment from the patient's insurance company directly.
2. The City of Jamestown accepts assignment from the Medicare and the New York Medicaid programs.
3. The City of Jamestown may utilize an outside collection agency only when efforts to contact the patient for insurance information or after attempts to arrange for a plan of payment have failed.
4. All auto liability insurance claims will be billed to the auto insurance company prior to health insurance when information is available.
5. Other injury liability claims (ie: falls) are billed to the insurance provided and/or the patient. Medical services provided and the accompanying fees are the responsibility of the patient.

2.3 **Financial Hardship and Release of Information**

1. The City of Jamestown will address cases of financial hardship on an individual basis. This requires patients demonstrate financial hardship by contacting the Comptroller's Office (email comp@jamestownny.gov or call (716) 483-7538) and providing the information in a timely manner before their bill is sent to the outside collection agency.
2. Any patient who contacts our billing office and informs us that they have a financial hardship will be offered a payment plan to meet their individual needs.
3. As a courtesy to our patients, we will work with any attorney or patient representative if contact is made with our office regarding the incident in a timely manner (before the account is 70 days past due).
4. According to our privacy practices, we require the patient, or their representative, provide a release of information before we can provide any records to a third party.

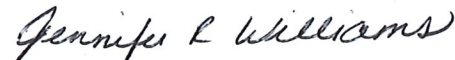
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BY COUNCILWOMAN CARRUBBA:

Resolution authorizing the City Council of the City of Jamestown to adopt the attached EMS Billing Policy for the City of Jamestown, effective immediately.

Carried: 9 – 0

I, Jennifer R. Williams, City Clerk/ Treasurer of the City of Jamestown, New York, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the City Council of the City of Jamestown at a regular meeting held June 27, 2022


June 28, 2022 Jennifer R. Williams, City Clerk/Treasurer



CERTIFICATE OF CORPORATION COUNSEL

In accordance with the Charter of the City of Jamestown, the undersigned Corporation Counsel of the City of Jamestown hereby certifies that the above instrument is in due and proper form and that the City of Jamestown, through the officer named herein, has the right to enter into this agreement.

Elliot S. Raimondo

Elliot S. Raimondo
Corporation Counsel

7/1/2022

Date

- Agreement: Emergency Services Billing Policy
- Project: EMS Billing Policy
- Parties: City of Jamestown Internal Policy