



TOWN OF CASCO

COLLECTION OF EMERGENCY MEDICAL SERVICES FEES POLICY

APPLICABILITY: This policy shall apply to the collection of all Emergency Medical Services (EMS) fees billed by a third party on behalf of the Town of Casco as a result of the utilization of the Town's Fire/Rescue Department services.

PURPOSE: The intention of this policy is to clarify the collection procedures to be performed in attempts to collect owed fees related to ambulance services. This policy is meant to create a fair and reasonable understanding of procedures for collection. Collection of fees is a source of revenue dollars, reducing tax payer burden, and will also help to assure the financial wellbeing of the Fire/Rescue Department.

SERVICE BILLING: A third party billing agency shall be contracted at the discretion of the Selectboard. The contracted billing agency shall:

1. Send bill(s) to the appropriate entity, i.e. insurance company, Medicaid/Medicare, self-pay, etc., for services performed and utilized as required.
2. When all primary and secondary insurance claims are settled, any remaining amount shall be billed directly to the patient.
3. Bills sent shall include notice of possible payment plans and forgiveness based on financial need and will alert the patient to the application for relief of emergency medical costs.

UNCOLLECTABLE DEBT: Outstanding amounts shall be deemed as uncollectable after failure to pay within 120 days of the billing date. The contracted billing agency shall refer all accounts considered uncollectable to a collections agency.

1. In the event a patient is unable to pay due to poverty or hardship, and has submitted an application for relief of emergency medical costs, the Selectboard shall review the application and determine whether or not to grant the request based on financial need/inability to pay.
2. In the event that a patient becomes deceased, the contracted billing agency shall bill the insurance company as appropriate. After determining by obituary or death certificate that the patient is deceased, one bill shall be sent to the estate for any balance not covered by insurance. If no payment is received within 120 days any unpaid balance shall be written off.
3. In the event an active member of the Town Fire/Rescue Department is treated by the Department, the contracted billing company shall bill the insurance company as appropriate. Any amount not covered by insurance shall be written off. This also applies to the spouse/significant other of the same household and the dependent children of active Fire/Rescue members.

Potential write off accounts will be accumulated throughout the fiscal year and shall be brought to the Selectboard on an annual basis, if not sooner.

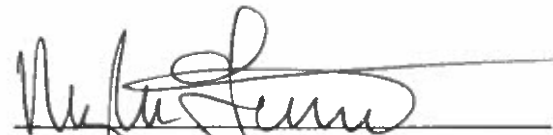

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This policy supersedes any prior policy related to this subject.

Date: *Oct. 29, 2019*

Approved by Casco Selectboard:

 _____ Thomas Peaslee	 _____ Holly Hancock
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 _____ Mary Fernandes	 _____ Calvin Nutting
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 _____ Grant Plummer
