

**RESOLUTION NO. 15-16**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON ADOPTING A POLICY GOVERNING AMBULANCE TRANSPORT BILLING PRACTICES.

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WHEREAS, the City Council in Ordinance 17-15, established that an Ambulance Service Fee Schedule would be adopted in the City's Taxes, Rates and Fees Schedule; and

WHEREAS, the City Council desires to establish billing policies relating to Ambulance Transport Fees; and

WHEREAS, Ordinance 17-15 specifically stated that the City Council may establish policies and procedures to provide for financial assistance to persons who incur Ambulance Transport Fees; NOW, THEREFORE,

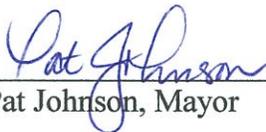
THE CITY COUNCIL OF THE CITY OF BUCKLEY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby adopts the City of Buckley Ambulance Transport Billing Policy as set forth in **Exhibit A** to this Resolution.

Section 2. This resolution will take effect immediately upon passage by the City Council.

RESOLVED this 11th day of August, 2015.

APPROVED BY:

  
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Pat Johnson, Mayor

ATTEST:

  
\_\_\_\_\_  
Joanne Starr, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kristin Eick, City Attorney

POSTED: August 13, 2015

## EXHIBIT A – Resolution 15- .

### City of Buckley Ambulance Transport Billing Policy

#### General Purpose:

The purpose of this policy is to establish the billing and collection procedures for ambulance transport billing resulting from City of Buckley provided ambulance transport and related contractor provided services.

#### Policy:

It is the policy of the City of Buckley (the City) to bill third-party payers and patients for emergency medical services (EMS) transport user fees in a fair, equitable and consistent manner.

#### Responsibilities:

The City will conduct billing and collection according to the guidelines included in this policy. When the City elects to issue a professional services contract to a vendor to perform ambulance transport billing on behalf of the City, the vendor shall perform such services in accordance with this policy.

#### Definitions:

- **City:** the City of Buckley or its contracted billing vendor.
- **Non-Resident:** a person who does not fall within the definition of a Tier 1 or Tier 2 Resident.
- **Service Rates and Fees:** The rates and fees for ambulance transport services established in the City's Taxes, Rates, and Fees Schedule, which may be amended by Resolution by the Buckley City Council.
- **Third party payer:** Medicare, Medicaid, private medical insurance, supplemental medical insurance, Department of Labor and Industries industrial insurance, accidental-injury insurance and any other public or private payer that may be properly billed for ambulance transport fees.
- **Tier 1 Resident:** a person whose primary place of residence is within the incorporated boundaries of the City of Buckley; or a person whose primary place of

residence is within the incorporated boundaries of any other municipality or fire protection district who contracts in whole or in part with the City of Buckley to receive Fire Protection and/or Emergency Medical Services.

- **Tier 2 Resident:** a person whose primary place of residence is within the incorporated boundaries of a municipality or fire protection district, and the municipality or fire protection district has entered into an Interlocal Agreement with the City of Buckley in accordance with RCW 39.34 through which the entity has agreed to pay the City of Buckley an annual fee to support ambulance transport services within its jurisdiction.

## Guidelines:

### 1) **City of Buckley Billing procedure for Tier 1 Residents:**

- a. When the Tier 1 Resident has insurance the City will bill the third party payer(s) and will accept the amount received from the third party payer(s) as payment in full. Any remaining balance will be written off in consideration for the taxes paid by the Tier 1 Resident. For Tier 1 Residents who have insurance and provide all necessary information for a successful billing submittal, any amount not paid by their insurance will be waived by the City.
- b. When the Tier 1 Resident presents without insurance or no third party is determined responsible, the City will bill directly to the transport patient along with:
  - i. A request for additional insurance information; and/or,
  - ii. A request for authorization to bill insurance; and,
  - iii. An application for financial assistance along with information about the City's Financial Assistance Policy.
- c. Once a determination is made the patient has no insurance or a third party responsible party is not identified, the total amount of the fee for ambulance transport service shall be reduced by 50% and billed directly to the patient.
  - i. If after three billings in a 270-day period, commencing from the date of the first billing, any fees under \$1,000.00 remaining unpaid may be waived by the Finance Director in accordance with BMC 2.08.040. Any fees over \$1,000.00 are subject to City Council approval for waiver.

### 2) **City of Buckley Billing procedure for Tier 2 Residents:**

- a. The billing procedures shall be the same as for Tier 1 Residents with and without insurance or third party responsibility.

### 3) **City of Buckley Billing procedure for Non-Residents:**

- a. The City will bill the insurance/third party payer based on information provided by the patient.

- b. If no insurance/third party payer information is provided, the City will bill directly to the transport patient along with
  - i. A request for additional insurance/third party information; and/or,
  - ii. A request for authorization to bill insurance; and,
  - iii. An application for financial assistance along with information about the City's Financial Assistance Policy
- c. When it is determined the patient has no insurance or a third party responsible party is not identified the City will bill the patient three times.
- d. If, after 270 calendar days, commencing from the date of the first billing, the fees remain unpaid, the account will be reviewed by the Finance Director or his or her designee. To the extent that any fees under \$1,000.00 are remaining unpaid, the Finance Director may waive such fees in accordance with BMC 2.08.040. Any fees over \$1,000.00 are subject to City Council approval for waiver.

**4) Medicaid Patients:**

Pursuant to federal law and patient's indigent status, the City will accept that amount paid on behalf of all Medicaid patients (regardless of resident status), along with any available supplement insurance payment, as full and final payment of the transport fee; and will write off the balance.

**5) Reasonable payment arrangement:**

Reasonable payment arrangements will be extended on a case by case basis. Monthly payments, without interest, may be arranged.

**6) Financial Assistance:**

- a. The City will utilize the current City of Buckley Utility Discount Application and guidelines in determining eligibility and applying discounts based on Financial Assistance.

**7) Service for Fee Exemption:**

- a. A Volunteer Firefighter serving within the jurisdiction of those areas whose residents meet the definition of Tier 1 and Tier 2 Residents shall be exempt from ambulance transport fees provided by the City of Buckley as nominal compensation for their service.