



Southern Park County Fire Protection District (SPCFPD) - POLICY #071

MEDICAL BILLING POLICY

This Policy establishes the procedures to be followed for the invoicing and billing of medical services provided by the Southern Park County Fire Protection District.

DEFINITIONS:

1. **Inclusion** – Property or property owner who has elected to be **included** in the District and who is assessed a mill levy in accordance with Special District laws. The number 0020 will appear in the Tax Area block of the Park County Assessors' Property Detail Information schedule if the property is **included** in the District.
2. **Exclusion** – Property or property owner who has failed to request to be included in the District or specifically petitioned to be **excluded** from the District. The number 0004 will appear in the Tax Area block of the Park County Assessors' Property Detail Information schedule if the property is **excluded** in the District.

POLICY:

SPCFPD will enroll with an independent medical billing company that will take the information the district provides and bill those individual and their insurance company. The medical billing company will keep a percentage of what is collected as their operating fees. There is an enrollment fee with Medicare that renews every four (4) years. This billing pertains only to services performed by the SPCFPD; other Advanced Life Support Agencies, such as "Flight for Life", will bill in accordance with their own policies.

Recipients of medical services, and who have been billed for services in which their insurance company will not pay or there is an outstanding deductible, have the right to petition for a reduction or forgiveness of the debt. The individual shall provide that petition in writing to a medical billing subcommittee comprised of the Board Chair, Treasurer, Chief and an EMT. The subcommittee will review all petitions and provide their opinion to the BOD for a final decision. All income generated from billing for medical services will be put into a separate department account with appropriations of funds to be agreed upon by the subcommittee and presented to the BOD for a final decision.

RESPONSIBILITIES:

The **District Board of Directors** will:

- Hear all petitions and appeals for debt forgiveness.

The **District Fire Chief** will:

- Enter the required information in a form/software as instructed by the medical billing company or delegate a member of the department to do so.

This amended policy becomes effective January 1, 2016, replaces the prior policy and remains in effect until changed or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: December 10, 2015
Kenneth C. Thomas