

C.P.E.M.S.A. POLICY NO. 2
INCOME QUALIFYING WRITE-OFF FOR AMBULANCE BILLING

PURPOSE: To assist patients unable to pay their accounts after all resources have been exhausted.

APPLIES TO: All C.P.E.M.S.A. patients

RESPONSIBILITY: It is the responsibility of the C.P.E.M.S.A. Billing Contractor to determine and offer eligibility for assistance. Final approval is the responsibility of the Chief of Emergency Medical Services.

POLICY: Financial assistance is offered only after all resources (government programs, insurances, and lawsuits, etc.) have been exhausted and is offered without discrimination because of race, color, creed, religious belief, national origin, age, or sex.

PROCEDURE:

1. Direct patient and/or guarantor to the Division of Public Assistance (Medicaid) office.
 - a. Patient must call billing contractor within 15 days of receipt of billing statement with date and time of Medicaid appointment.
 - b. Patient must call billing contractor with results of appointment.
 - c. If Medicaid assistance is denied, a copy of denial must be submitted with application for assistance.
2. Application for assistance must be completed within 30 days after Medicaid denial on forms as provided by the billing contractor (attachment "A").
 - a. Application is to include all requested financial information.
 - b. An extension may be granted to obtain information which may have to be requested by mail (tax returns, Medicaid denial documentation, etc.).
3. The C.P.E.M.S.A. Billing contractor calculates the recommended percentage of write-off and payment schedule, in accordance with guidelines as set out by attachment "B".

4. The assistance application, complete with the requested information and recommendations, is presented to the Chief of Emergency Medical Services of C.P.E.M.S.A. for approval.
 - a. If the write-off is less than 100%, the approved percentage is deducted from each account individually by the billing contractor.
 - b. Assistance applications are valid for six months. A new application will need to be completed after that time.