

TOWN OF STOWE, VERMONT
Policy Regarding
Ambulance Billing, Collection & Writing-Off Accounts

Purpose:

The purpose of this policy is to establish guidelines for billing, collection and writing-off ambulance accounts.

Background:

Stowe Rescue started out as an entirely volunteer organization that provided emergency medical services at no cost. Emergency Medical Services are now provided by the Stowe Department of Emergency Medical Services, which is a mix of paid and volunteer Emergency Medical Service providers, and now charge fees for services. The Ambulance Fee Schedule is adopted by the Select Board. However, while many people have the ability to pay directly or through insurance, there are many who do not have the ability to do so. For this reason, and that much of the provision of services is through volunteers, the Town bills and voluntarily seeks payment, but does not pursue collections.

Process:

- 1.) Emergency Medical Service providers create patient care reports detailing assessment and treatment of the sick and injured, the Town billing agent has access to these reports and creates a bill consistent with national billing standards (The billing agent is a certified medical coder).
- 2.) The billing agent sends out an invoice to the individual and/or insurance provider for payment.
- 3.) The billing agent may follow-up seeking voluntary payment.
- 4.) Payment is made to the Town Treasurer and the Town Treasurer reports all collections to the billing agent.
- 5.) Any account over one year old and determined not to be collectable on a voluntary basis is authorized to be written off by the billing agent.

This policy has been reviewed and adopted by the Board of Selectmen on March 9, 2015.