

REC'D FEB 03 2005

Fire Department


Departmental

MEMO

City of Salisbury

To: Mr. John R. Pick, City Administrator

Date: 3 February 2005

 **From:** David B. See, Chief of the Department

Subject: EMS Billing – Hardship Write-off Criteria

Ms. Cathy Carter, Medical Claim Aid has submitted recommendations for criteria that would enable the City to “write-off” EMS bills for patients suffering certain specific hardships. She has requested that we authorize implementation of her recommendations (copy attached) as soon as possible. Attached is a resolution for consideration by the City Council adopting these recommendations as City Policy. (The recommended revisions provided by Mr. Cawley and Mr. Wilbur are incorporated into this final document.)

Should you have questions or require additional information please feel free to contact me immediately.

cc: Barrie P. Tilghman, Mayor
File

Resolution No. 1194

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND ESTABLISHING SPECIFIC GUIDELINES TO BE USED TO PERMIT THE CITY TO WRITE OFF EMS PATIENT BILLS FOR HARDSHIP CASES.

WHEREAS, the City of Salisbury provides emergency medical treatment and transport services; and

WHEREAS, the City bills patients for their use of emergency medical services; and

WHEREAS, the City realizes that some patients who utilize these services may be unable provide payment for services rendered due to various hardships; and

WHEREAS, the City desires to identify and adopt specific guidelines to be used to permit the City to write off bills for persons in these circumstances; and

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, adopts the following criteria as City Policy to write off bills for emergency medical services provided to patients who may be unable to pay for said services due to personal hardships:

1. City must receive correspondence from the patient or an authorized representative for the patient stating that the patient is:
 - a. Deceased with no estate
 - b. A nursing home resident with \$40.00 monthly allotment
 - c. An elderly or disabled patient with very limited income whereby payment would create extreme financial hardship (subjective determination based on documentation and with regard to income and assets)
2. Consideration will be given case-by-case based on account information for insurance and legal adjustments.

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury, Maryland held on February 14, 2005, and is to become effective immediately upon adoption.

ATTEST:

Brenda J. Colgrove, City Clerk

Michael P. Dunn, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2005

Barrie P. Tilghman, Mayor