



TOWN OF ULYSSES

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ULYSSES AMBULANCE BILLING POLICY

Purpose of the Policy

The Town of Ulysses created an Ambulance District in 2013 which enables it to bill for ambulance services provided by a certified contractor. To assure the health and safety of those in the Ambulance District, the Town contracts with the Village of Trumansburg to provide Emergency Medical Services (EMS) certified by New York State. To reduce the cost of the EMS service borne by Ulysses property taxpayers, the Town of Ulysses adopted this billing policy to charge those who use the ambulance services provided by the Village of Trumansburg's Emergency Medical Service.

Scope of the Policy

The billing policy applies to those in the Town of Ulysses Ambulance District, comprised of the portion of the Town outside the Village. The billing policy applies to those who use Trumansburg EMS services. All individuals using Trumansburg EMS services that result in transportation by ambulance to the hospital will be charged a fee for the purpose of recovering some of the cost of providing EMS services.

Implementation of the Policy

- The Ulysses Town Board is responsible for adopting a resolution detailing the schedule of fees to be charged for services provided by Trumansburg EMS in the Town outside the Village.
- Fee Schedules will be set at what is reasonable or customary for providing emergency medical services for ambulance transports. The Town Board will review the fee structure annually.
- All changes in fee schedules, billing, or collection practices must be approved by the Ulysses Town Board. Authority to execute these changes rests with the Ulysses Town Board.
- The Village of Trumansburg will be the Billing Entity. The EMS Coordinator will act as the billing agent and the Village of Trumansburg will issue monthly payments to the Town of ambulance billing revenues received.

Billing Agent and Billing Contractor

Due to the complexity of EMS billing, the Town of Ulysses will rely on the Village of Trumansburg's EMS Coordinator as the billing agent to prepare medical case information for use by the Village's billing contractor.

The billing contractor is responsible for submitting bills to insurance companies and individuals, collecting payments, and making payments to the Village of Trumansburg. The billing contractor reports periodically on charges billed, revenues received and payments made.

Collection of Fees

The Village's billing contractor will bill all patients except for exclusions cited below and will include with each bill a cover letter prepared by the Town of Ulysses that explains the Town's Billing and Financial Assistance Policies.

1. With the patient's approval, the billing contractor will bill the patient's insurance company.
2. For balances not covered by insurance:
 - The billing agent shall make reasonable and diligent efforts to collect payment.
 - Insurance payments made directly to patients must be forwarded to the billing contractor. If payment is not forwarded, non-payment will be pursued as potential insurance fraud.

Exclusions: The following patients/circumstances will not be billed:

- 1) Patients who do not require ambulance transportation to the hospital.
- 2) Patients that refuse treatment or transportation.

Financial Assistance Policy

The Town of Ulysses shall adopt and maintain an Ambulance Billing Financial Assistance Policy to assure that the Ambulance Billing Policy shall not create a barrier that deters those needing emergency medical services from calling for help and to further assure that payment for billable ambulance services shall not become a financial hardship for those with limited incomes.

This policy shall take effect on January 1, 2015.

Date Adopted: 12/18/14