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Policy 756
Uncollectible Accounts
05/23/2017

Purpose:
The purpose of this policy is to provide a procedure for evaluating outstanding ambulance bills for uncollectible write off.

Scope:
Per Policy 100, Code of Conduct. This policy also applies to billing agency representatives.

This Policy is adopted by City Council Resolution on July 5, 2017. Modifications must be approved by the City Council. This policy supersedes the previous version approved by City Council on September 17, 2008.

Background:
The Hiawatha Fire Department will make every effort to bill and collect payment from the patient's insurance companies directly. We recognize that due to various circumstances some bills may never get paid. This provides for an administrative procedure for formally writing off those debts.

Policy:

A. General
   1. No one will EVER be denied necessary medical transport service due to either their inability to pay or a lack of insurance.

B. Financial Hardship Committee:
   1. The financial hardship committee, as defined in policy 755, shall be utilized to review uncollectible accounts prior to final write-off.

C. Procedure
   1. Upon determining that their continued efforts would be futile, the billing agency will remove the account from their books and forward it to the fire department for review.
   2. The fire department shall review each account returned to them for possible further action.
   3. Should it appear there are no other options; the Fire Chief will present the application to the hardship committee. The Committee will review each account, and make a final determination.
   4. Upon final approval the account will be marked closed/uncollectible and filed with other medical records.
   5. No portion of this policy shall put the Fire Department, Ambulance Service, or Billing agency in conflict with CMS and Medicare Policies. Those policies shall be followed at all times.

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION AMENDING HIAWATHA AMBULANCE SERVICE UNCOLLECTIBLE ACCOUNTS POLICY

WHEREAS, the Fire Chief has determined it necessary to amend the Hiawatha Ambulance Service Uncollectible Accounts Policy to update the process for handling unpaid bills as outlined in Exhibit "A".

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hiawatha, Iowa, that said Hiawatha Ambulance Service Uncollectible Accounts Policy is hereby amended, approved, and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 5th day of July, 2017.

_____
Bill Bennett, Mayor

ATTEST:

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Kelly Kornegor, City Clerk