

RESOLUTION NO. 3781

A RESOLUTION ADOPTING AN AMBULANCE BILL COLLECTION POLICY FOR THE CITY OF MILES CITY, MONTANA

WHEREAS, the City of Miles City provides ambulance services to residence in the City of Miles City and to residences of the surrounding Custer County, Montana;

AND WHEREAS the City of Miles City wishes to implement an Ambulance Bill Collection Policy governing the billing procedure for collection of payment for ambulance services;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. The Ambulance Bill Collection Policy attached hereto as Exhibit "A" is hereby approved and adopted by the Council, effective immediately.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 10th DAY OF MARCH, 2015.



C.A. Grenz, Mayor

ATTEST:



Lorrie Pearce, City Clerk



**CITY OF MILES CITY
POLICY & PROCEDURES**

Adopted:

12/23/2009

Last
Revised:

2/19/2015

Ambulance Bill Collection Policy

Resolution # 3781

1. Day 0 invoice will be submitted to the proper insurance companies and sent to the patient.
2. Day 30 if no payment from either party has been made or a partial payment was made by the insurance company a second notice and (past due) invoice will be sent to the patient.
3. Day 35 a follow up phone call will be made to the patient's phone number given.
4. Day 35 if no contact is made a 10 day notice to pay will be mailed to the patient.
5. If no response patient's bill will be turned over to the City of Miles City's collection agency for collection.

Private Pay

1. Day 0 invoice will be sent to the patient.
2. Day 30 if no contact has been made by the patient a second invoice will be sent to the patient.
3. Day 35 a follow up phone call will be made to the patient's phone number given.
4. If no contact on day 35 patient's bill will be submitted to the City of Miles City's collection agency for collection.

Medicare/Medicaid

1. Day 0 bill will be submitted to Medicare or Medicaid.

2. If payment is made by Medicare or Medicaid City of Miles City will accept payment and write off the remaining balance.
3. If payment is denied by Medicare or Medicaid invoice will be sent directly to the patient requiring a payment within 30 days.
4. Day 30 if no payment is received from the patient a second notice and (past due) invoice will be sent to the patient.
5. Day 35 a follow up phone call will be made to the patient's phone number given.
6. Day 35 if no contact has been made a 10 day notice to pay will be mailed to the patient.
7. If no response patient's bill will be turned over to the City of Miles City's collection agency for collection.

Payments

1. Patients may set up a payment schedule through the City of Miles City billing agency at a minimum of \$25.00 per month until final payment is made. If Patient cannot afford \$25.00 per month they may petition the City of Miles City Finance Committee for a lower monthly payment.