

**TOWN OF GOULDSBORO**

**PO BOX 68**

**Prospect Harbor, ME 040669**

**EMERGENCY MEDICAL SERVICE FOR  
BILLING AND COLLECTIONS ORDINANCE**

**Purpose:** To establish billing and collection for user fees and beneficiaries with the intention of providing efficient, effective and sustainable emergency medical services and offset direct costs.

**Definitions:**

**ADVANCE LIFE SUPPORT, LEVEL 1 (ALS-1):** providing transportation by ground ambulance vehicle, medically necessary supplies and services and either an ALS personnel or the provision of at least one ALS intervention.

**ADVANCE MEDICAL LIFE SUPPORT, LEVEL 2 (ALS-2):** providing transportation by ground ambulance vehicle, medically necessary supplies and service, and the administration of at least 3 medications by intravenous push/bolus or by continuous infusion excluding crystalloid, hypotonic, isotonic, and hypertonic solutions (dextrose, normal saline, ringer's lactate); or providing transportation, medically necessary supplies, and services and the provision of at least one of the following ALS procedures:

- 1) Manual defibrillation/cardioversion; or
- 2) Endotracheal intubation; or
- 3) Central venous line; or
- 4) Cardiac pacing; or
- 5) Chest decompression; or
- 6) Surgical airway; or
- 7) Intraosseous line

**BASIC LIFE SUPPORT (BSL):** providing transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including BLS ambulance services as defined by the state.

**Emergency Medical Technician (EMT)/Paramedic:** an individual having special, well-defined skills and knowledge in emergency medicine, who has training to provide pre-hospital emergency medical treatment at an advanced level and is Licensed by Maine Emergency Medical Services.

**EMERGENCY MEDICAL SERVICES (EMS):** services utilized in responding to needs of those persons in need of immediate medical care within the jurisdiction and adjacent to the Town, including but not limited to rendering of advanced life support care, provided by Schoodic EMS.

**PATIENT:** a person who receives an EMS response or a person who receives emergency medical services from the Schoodic EMS.

**PRIMARY USER:** Beneficiary organizations that have designated Schoodic EMS as the primary provider of pre-hospital emergency medical services within the corporate limits of the Town and outside of the Town limits as determined by various contracts or mutual aid agreements.

**REASONABLE COLLECTION EFFORTS:** the issuance of a bill to the patient, third-party payer or the party responsible for the patient's personal financial obligations, and subsequent billings, collection letters and telephone calls or personal contacts which constitute a genuine, rather than token, collection effort. The Town expressly incorporates herein by reference any subsequent definition of this term set forth by the Health Care Financing Administration in Section 5220 of the Medicare Carriers Manual or its successors.

**SCHOODIC EMS:** The Gouldsboro Fire Department's EMS Services doing business as Schoodic EMS, herein referenced as "the authorized EMS provider."

**THE TOWN:** refers to the Town of Gouldsboro.

**THIRD-PARTY PAYER:** insurance carrier or another coverage provider having the responsibility to pay for medical services rendered to a patient as a result of the patient's accident, injury, or illness.

***I. Designation as Primary Provider***

The Town recognizes Schoodic EMS (“the authorized EMS provider”) as the primary provider of pre-hospital emergency medical services within the corporate limits of the Town and outside of the Town limits as determined by various contracts or mutual aid agreements reviewed and approved by the Select Board.

***II. Designated Account of Funds***

The fees collected from the provision of ambulance service shall be deposited directly into the EMS Reserve Fund for the purpose of paying the reasonable and necessary expenses actually incurred including personnel, training, supplies and equipment used in providing ambulance services under this ordinance.

Fees cannot be used to raise general revenue or fund other services or general government. Monies from the EMS Reserve or Ambulance Reserve may be transferred into the general fund if it is to cover or offset direct department costs. Monies can also be raised on behalf of the authorized EMS provider for a specific purpose and may be held in the reserve accounts or general fund until the purpose of the funds are fulfilled.

***III. Equal Delivery in Services***

No persons requiring medical emergency medical services and/or transportation shall be denied due to a lack of insurance or ability to pay levied charges.

***IV. Mutual Aid and Primary User Fees:***

The fees to be charged for ambulance services shall be determined by the Board of Selectmen upon the recommendation of the Town Manager representing all interests of the town and department.

The fees will be proportionate to the actual cost of providing the service, will only be imposed on those who actually receive the service and will be imposed on all similarly situated persons equally. Any exceptions to these set fees must be approved by the Select Board.

- a) *Mutual Aid*- The Select Board under this ordinance will be granted authority to establish mutual aid fees reviewed at least annually, but may be quarterly if necessary.

- b) *Primary Users*- The Town cannot accept primary users without an approved contract by the Select Board that is first provided to the Town Manager for legality review and general administrative purposes. The Town reserves the right and discretion to contract with outside agencies and will address billing and fees for services within that contractual agreement.

#### ***V. Billing Methodology***

The authorized EMS provider will pursue financial compensation for services within reasonable collection efforts. The Town will first bill any third-party payer on behalf of the patient to their insurance companies, when applicable.

Third-party agencies shall deposit funds or other methods payable directly to the Town. The Town will also accept these payments dispersed from third-party payers on behalf of the patient.

All patients shall be liable for any co-payment, deductibles and patient responsibility amounts not satisfied by public or private insurance. After 180 days without payment, and three collection attempts, the billing agency or Town may transfer uncollected balances to a collection agency designated by the Town for continued collection efforts.

The fees potentially passed on to patients shall be determined by the Board of Selectmen within the recommendation of the Town Manager and Fire Chief representing all interests of the town and department. Any reductions will be at the discretion of the Board of Selectmen who may consider additional factors when they are presented. There will also be a consideration that these types of reductions will apply to all similarly situated persons equally.

Individuals currently employed within the Fire Department as hired or volunteer may be considered for a bill reduction or write-off at the discretion of the Board of Selectmen.

Uncollected balances on patients' accounts that are three years or older with no activity shall be deemed uncollectible and may be written off of the Town's accounts receivable balances.

Writing off uncollected balances will be at the discretion of the Treasurer with Select Board approval.

#### ***VI. Responsibility of Cost Recovery and Financial Oversight***

The municipal Fire Chief shall bear ultimate responsibility to ensure the sustainability of the EMS service by working in conjunction with the authorized EMS provider's staff, volunteers, outside agencies, and town officials/committees.

The Treasurer has the ultimate responsibility to maintain the financial records and depositing funds when submitted by Fire Department for EMS purposes.

**VII. Legal Statement**

Because municipalities in Maine have “home rule” power (30-A M.R.S.A §3001), the Town of Gouldsboro is not dependent on existence of specific State enabling laws for authority to establish fees. This ordinance is adopted pursuant to municipal home rule authority and Title 30-A Maine Revised Statutes Section 3001.

Should any section or provision of this ordinance be determined to be unconstitutional, invalid, or unenforceable, such determination should not affect the validity of any other portion of the ordinance or the remainder of the ordinance as a whole.



*Attest: Yvonne P. Wilkinson, Town Clerk*

*Town of Gouldsboro, ME*

*Adopted: June 9, 2021*

