

**CITY OF GUSTAVUS, ALASKA**  
**Resolution CY14-22**

**A RESOLUTION OF THE GUSTAVUS CITY COUNCIL ADOPTING  
THE AMBULANCE SERVICE WRITE-OFF POLICY**

**WHEREAS**, the Gustavus City Council adopted Ordinance FY14-12, an Ordinance for the City of Gustavus Providing for the Amendment of City Ordinance 6.02.060 and 6.02.070 Fire Department on April 14, 2014, and

**WHEREAS**, Ordinance FY14-12 authorized the City of Gustavus and the Gustavus Volunteer Fire Department to operate and maintain an ambulance for the purpose of providing emergency transportation to those individuals in need of emergency medical care and to charge for that service, and

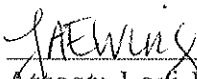
**WHEREAS**, the City Council chose Systems Design West, a Washington state-based business for billing of ambulance service, and

**WHEREAS**, Systems Design West required the City to provide a policy to write off, but not forgive, aging, uncollected ambulance fees, and now therefore be it

**RESOLVED**, that the Gustavus City Council adopts this Write-off Policy and Procedure for the Ambulance Service, Appendix A, attached to and made part of this Resolution.

**PASSED** and **APPROVED** by the Gustavus City Council this 14th day of July, 2014.

  
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Sandi Marchbanks Mayor

  
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Attest: Lori Ewing, Deputy City Clerk

  
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Attest: Noël Farevaag, City Clerk/Treasurer

# **GVFD/EMS SERVICE AMBULANCE SERVICE WRITE-OFF POLICY**

## **PURPOSE:**

The purpose of this policy is to outline the procedures that will be used to write-off ambulance receipts that have not been collected.

## **POLICY:**

The policy of the City of Gustavus is to collect all receivables generated by the GVFD/EMS Service. It is with this intent that the following billing policy guidelines are established.

## **APPLICABILITY:**

This is applicable to the receipt of fees charged for the ambulance service provided by GVFD/EMS Service.

## **IMPLEMENTATION PROCEDURE:**

### **Background**

The City of Gustavus contracts with Systems Design West to provide ambulance billing and collection for ambulance services provided by the GVFD/EMS Service. The City of Gustavus, as part of an agreement with Systems Design West, requires a standard method of pursuing collections that ensures payments are received that are owed to the City, based on rates set by the City Council by resolution.

### **Procedure**

1. The City Council and City Clerk/Treasurer shall review a year-end balance of accounts in December of the current year, including all aging, uncollected, and current accounts, provided by Systems Design West.
2. In January, the City Clerk/Treasurer shall discuss with Systems Design West aging, uncollected accounts that have had no activity within the prior 180 days. Systems Design West and the City Clerk/Treasurer will determine whether an account is to be written off as an uncollected account or referred to a collection agency. This determination does not constitute forgiveness of the debt if at a future date payment is received by Systems Design West. The determination to write off an account shall be based upon the inability of Systems Design West, or any agents that they may use, to locate or obtain direct contact with a patient, either by registered letter or some other means. A list of uncollectable accounts that are determined to be written off shall be provided to the City Clerk/Treasurer and the City Council.

3. The City Council has made the determination that an amount of less than \$400 may be written off as an uncollected account.

**Note**

All information received as a result of this policy, including patient name, address, medical condition or history, and financial information is protected and may not be used as public record. Patient information is subject to compliance with federal, state, and local regulations relative to medical, personal and financial information for purposes of records retention and public record access.

*Samu Markbanko*

*July 18, 2014*

Signed

Mayor of the City of Gustavus

Date