



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



| | | | |
|------------------|--|------------------|--------------------------------------|
| Section: | Information Technology and Electronic Reporting | SOP: | 11.5 |
| Subject: | Fractional Mileage Reporting | Executed: | December 10, 2010 |
| | | Revised: | January 13, 2011 December 9, 2015 |
| Approved: |  Scott Kensinger, Deputy Chief | | |

PURPOSE

To establish a procedure to accurately calculate loaded mileage to the tenth of a mile for patients transported in Winchester Fire & Rescue ambulances.

SCOPE

Modifications to the Medicare regulations require agencies that bill for EMS service to document accurate mileage to the tenth of the mile.

POLICY

All EMS providers are required to document their patient transport mileage from incident address (scene) to the hospital (destination) in tenths of the mile by utilizing the onboard tripometer or odometer.

1. Once on scene of an EMS incident, the driver must set his/her tripometer/odometer prior to transporting the patient to the hospital.
2. It will be at the discretion of the apparatus driver to announce begin and end mileage to the ECC dispatcher. If this is done, personnel must give the beginning and end mileage exactly with the decimal place (i.e. 25.7 not 257).
3. Once at the hospital, it shall be the responsibility of the driver to log the mileage driven and provide that information to the AIC for reporting purposes. If the begin mileage was announced to ECC then the apparatus driver must announce the end mileage when marking at destination of the hospital.
4. The AIC of the incident shall populate the "Loaded Miles" field in the Department's reporting software with the total transport miles (including tenth's) obtained from the driver of the apparatus.
5. No other method of calculating the mileage is authorized by field personnel.

QUALITY ASSURANCE

It shall be the responsibility of the QA/QI program and the Billing manager to monitor this requirement for compliance.