

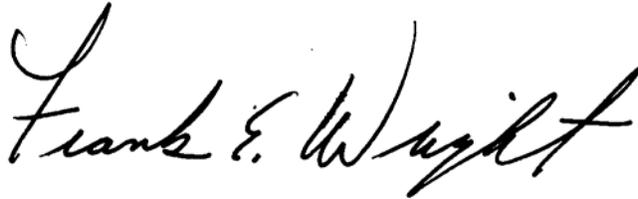


Winchester Fire and Rescue

FIRE, RESCUE, HAZARDOUS MATERIALS & EMERGENCY COMMUNICATIONS

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STANDARD OPERATING PROCEDURE	
SUBJECT:	EMS Billing
TOPIC:	INTRODUCTION & PHILOSOPHY
Reference Number:	EMS-06-001
Effective Date:	July 1, 2006
Date Last Reviewed:	January 22, 2010
Signature of Approval:	 Frank E. Wright, Fire & Rescue Chief

1.01 **PURPOSE:**

To provide a written set of guidelines for the Winchester Fire & Rescue Department's Emergency Medical Transport Fee for Service program. The Standard Operating Procedures will promote the effective and efficient operation of the Winchester Fire & Rescue personnel to meet required Federal regulations of the program.

1.02 **GENERAL:**

The Winchester Fire & Rescue Emergency Medical Transport's Standard Operating Procedures Billing Manual contains written standardized procedures. This manual will be utilized by Winchester Fire & Rescue Department personnel as the official reference for Standard Operating Procedures.

1.03 **RESPONSIBILITY:**

It is the responsibility of all Winchester Fire & Rescue Department operational personnel to review and familiarize themselves with this manual.

1.04 **DEFINITIONS:**

The following definitions shall apply to ambulance charges. Source the Department of Health and Human Services Federal Register/ vol. 67 414.605 Definitions:

- a) **Basic Life Support (BLS):**
BLS means transportation by ground ambulance vehicle and medically necessary supplies and services, plus the provision of BLS ambulance services. The ambulance must be staffed by an individual who is qualified in accordance with State and local laws as an emergency medical technician-basic (EMT–Basic).

- b) **Advanced Life Support Level 1 (ALS 1):**
ALS 1 means transportation by ground ambulance vehicle, medically necessary supplies and services and either an ALS assessment by ALS personnel or the provision of at least one ALS intervention.

- c) **Advanced Life Support Level 2 (ALS2):**
ALS 2 means either transportation by ground ambulance vehicle, medically necessary supplies and services, and the administration of at least three medications by intravenous push/bolus or by continuous infusion excluding crystalloid, hypotonic, isotonic, and hypertonic solutions (Dextrose, Normal Saline, Ringer’s Lactate); or transportation, medically necessary supplies and services, and the provision of at least one of the following ALS procedures:
 - Manual Defibrillation/cardio version;
 - Endotracheal intubation;
 - Cardiac pacing;
 - Central Venous Line
 - Chest decompression;
 - Surgical Airway
 - Intraosseous line; and/or

- d) **Loaded Mileage**
Loaded mileage means the number of miles the Medicare beneficiary is transported in the ambulance vehicle.

1.05 **PROCEDURE:**

- It is the responsibility of all Winchester Fire & Rescue operational personnel to thoroughly familiarize themselves with, and conform to the EMS Billing Standard Operating Procedure Manual.
- Standard Operating Procedures in the form of reasonable mandates are necessary for the proper operation of any organization. Such Standard Operating Procedures

must be standardized in a workable format which is made available to all levels of the Department.

- Thorough knowledge of these EMS Billing Standard Operating Procedures by the Winchester Fire & Rescue Department personnel is essential for the development of team work, morals and the coordination of communication for the highest level of services to the public.
- This manual cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of the operational activities which involve the personnel of the Winchester Fire & Rescue Department.
- The scheduled rates for emergency ambulance transport services for the Winchester Fire & Rescue system shall be based on a schedule which will be developed and reviewed yearly to maintain compliance within the allowances established by the Center for Medicare and Medicaid Services.
- The Winchester Fire & Rescue has established a contract with a reliable Ambulance Billing Contractor to out-source the billing process.

1.06 **REVOCATION:**

1.07 **REVISION:** January 22, 2010