



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #26



AMBULANCE SERVICE BILLING	EFFECTIVE	01/AUG/97
	REVISED	2/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to document the fees that Emergency Medical Services (EMS) patients are billed for service by the Highland Park Fire Department.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Pursuant to the City of Highland Park Municipal Code, the City charges the following user fees for recipients of EMS treatment and transport services. These fees apply to patients treated and transported after receiving treatment and transport services from the Highland Park Fire Department.
- 3.2 Persons receiving ALS or BLS service from the Highland Park Fire Department who are transported in HPFD ambulances shall be charged the fees using procedures specified in the then current agreement between the City of Highland Park and Paramedic Billing Services, Inc. Paramedic Billing Services, Inc. serves as the ambulance service Billing Agent for the Highland Park Fire Department.
 - 3.2.1 Fee amounts to be charged shall be as established by the City Council in its annual Fee Resolution.
- 3.3 Emergency Medical Service charges are waived, and recipients of service shall not be billed, in the following instances:
 - 3.3.1 A release is obtained and the patient is not transported.
 - 3.3.2 Any time the patient is not transported, regardless of care given.
 - 3.3.3 The patient is determined to be deceased on the scene or in the Emergency Room.
 - 3.3.4 The Fire Department is summoned to a scene and there is no patient found on the scene.
 - 3.3.5 Any other patient or situation as determined necessary by the Fire Chief or his designee.
- 3.4 For purposes of incident reporting, classifications of ALS service or BLS service shall be utilized on the incident report any time the patient is transported, even if the patient expires, or even if the patient is not to be charged under the provisions of Section 3.3 above. The Billing Agent will differentiate between Advanced Life Support 1 and Advanced Life Support 2 pursuant to Federal standards and laws.
- 3.5 Advanced Life Support (ALS) includes the following services:
 - 3.5.1 The administration of medication (other than oxygen), whether by nebulizer, intra-venous (IV) line, intramuscular (IM) injection, sub-cutaneous (SQ) injection, oral administration, or intranasal. . Assisting the patient in taking his/her own oral medicine is not considered ALS unless other ALS procedures are also performed.
 - 3.5.2 The establishment of one or more intravenous or intra-osseous lines, or an unsuccessful attempt to establish such a line.

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- 3.5.3 Obtaining a blood sample, including a finger stick for accu-check use.
 - 3.5.4 Cardiac monitoring, defibrillation, or synchronized cardioversion
 - 3.5.5 The use of CPAP, insertion of an endotracheal tube (ET) or advanced airway , or an unsuccessful attempt at such insertion.
 - 3.5.6 The initiation of any other treatment, the administration of any other drug or medication, or the performance of any other skill which is considered to be advanced life support by the Illinois Department of Public Health, or which may only be initiated, administered, or performed by a person certified as a Paramedic.
- 3.6 Basic Life Support (BLS) includes the initiation of any treatment or the performance of any skill not considered to be Advanced Life Support, as specified above. BLS care includes, but is not limited to:
- 3.6.1 Obtaining vital signs.
 - 3.6.2 The administration of oxygen; airway stabilization, including suctioning and oral airway placement.
 - 3.6.3 Bandaging and other forms of bleeding control.
 - 3.6.4 The performance of rescue breathing, either mechanically or via mouth-to-mouth/mouth-to-mask.
 - 3.6.5 The performance of CPR, if not associated with ALS treatment.
 - 3.6.6 The application of limb splints, including traction splints.
 - 3.6.7 Spinal immobilization.
- 3.7 Fees in excess of those covered by Medicare and/or the patients' health insurance shall be waived for City of Highland Park residents.

4.0 Reference

- 4.1 Highland Park Fire Department
- 4.2 Chapter 101-1 of the "Highland Park Code of 1968," as amended, Ambulance Service Fees

Approved:  Fire Chief