

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 8: MISCELLANEOUS**

**EFFECTIVE DATE: 05-07-1993**

**SECTION 4: AMBULANCE BILLING**

**REVISED: 03-24-2018**

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- 8.4.1 **PURPOSE:** To establish a consistent and timely method for delivery of completed ambulance billing paperwork to the ambulance billing office.
- 8.4.2 **PROCEDURE:**
- 8.4.2.1 Ambulance billing must be delivered to the ambulance billing office twice a week. The delivery days are Monday and Thursday. Ambulance billing is open 0800-1630 hours.
- 8.4.2.2 The procedure for documentation of delivered paperwork is as follows:
- 8.4.2.3 All EMS billing paperwork being transported from station to station or station to EMS billing office shall be transported in a yellow envelope that clearly states **CONFIDENTAL MEDICAL RECORDS**.
- 8.4.2.4 Medic Units will be responsible for their own billing and deliver their paperwork to EMS billing no later than 15:00 hrs.
- 8.4.2.5 In the event of an emergency or other significant event and the medic unit is unable to deliver the billing paperwork as stated above, the medic unit shall contact the Duty Chief, who will make the necessary arrangements to ensure that the EMS billing paperwork is delivered to the EMS billing office.
- 8.4.3 This procedure does not preclude any medic unit that needs to drop off paperwork and is in the core from doing so.
- 8.4.3.1 The medic unit shall notify the ECC that they are delivering paperwork to the EMS billing office.