

**Board of County Commissioners**  
**Leon County, Florida**

**Policy No 07 1**

Title                      Collection of Delinquent Emergency Medical Services Accounts

Date Adopted              February 13 2007

Effective Date              February 13 2007

Reference

Policy Superseded

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It shall be the policy of the Board of County Commissioners of Leon County Florida that

All users of Emergency Medical Services (EMS) will be billed and charged in accordance with current Federal and State guidelines for EMS billing and in accordance with policies established by the Leon County Board of County Commissioners Leon County will make every effort to collect all monies owed for services rendered by Leon County EMS

The following delinquent accounts will be turned over to the Leon County contracted collection agency

- 1 Accounts where the patient is more than 18 years of age
- 2 Accounts where the patient is less than 18 years of age and guarantor / responsible party information exists
- 3 Accounts that have no pending insurance payments no insurance present or insurance denied and the last contact with the responsible party has been more than 90 days
- 4 Accounts where efforts to contact the patient have been exhausted by the billing agency or where the billing agency has attempted to contact the patient for 90 days and has had no response

In no event shall an account be sent to collection where there has been no attempt at insurance follow up and no payment rejection decision has been obtained from the third party payer

The Leon County contracted collection agency will utilize all currently acceptable collections practices in accordance with their contract with Leon County the Federal Fair Debt Collection Practices Act and the Florida Commercial Collection Practices Act

A finance charge of 1% per month or 12% APR will be added to all accounts that are referred to the collection agency

The collection agency will report unpaid accounts to a consumer reporting agency or credit bureau in accordance with federal and state law

Once all collection efforts have been exhausted by the collection agency unpaid accounts will be classified as efforts exhausted The Clerk of the Court s Finance Division and the billing vendor are authorized to classify balances of accounts determined to be efforts exhausted as uncollectible and write the amount off from the outstanding accounts receivable balance