

## **North Sanpete Ambulance Service Board Meeting**

Moroni City Community Center – 80 South 200 West

Tuesday, November 15, 2022

7:00 PM

### **Agenda**

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member
  
- 1. EMS Director Bryan Bench ~ Wage for EMTs  
Contract with JCI Billing Services
  
- 2. Carol Haskins ~ Date/time of Board meetings for 2023
  
- 3. Report of Board Members and Staff
  
- 4. Financials
  
- 5. Minutes of June 14, 2022 and August 2, 2022
  
- 6. Adjourn

NOTE: The agenda items may be discussed in any order

No decisions may be made during this meeting if the item is not specifically on the agenda

I, *Carol Haskins*, the acting Recorder for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was posted this 14<sup>th</sup> Day of November. A copy was provided to NSAS members by email and posted on the Utah Public Notice website <https://utah.gov/pmnl/index.html>

/s/ Carol Haskins

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the North Sanpete Ambulance Service Recorder/Clerk at least three (3) days prior to the meeting.

**North Sanpete Ambulance Service**  
**Change in rates paid for service runs**

| RATES AS IS        |          |          |          |               | PROPOSED CHANGE    |          |          |          |              | NEW RATES          |          |          |          |               |
|--------------------|----------|----------|----------|---------------|--------------------|----------|----------|----------|--------------|--------------------|----------|----------|----------|---------------|
| County             | Driver   | Basic    | Advanced | Medic         | County             | Driver   | Basic    | Advanced | Medic        | County             | Driver   | Basic    | Advanced | Medic         |
| SVH                | \$ 35.00 | \$ 40.00 | \$ 50.00 | \$ 60.00      | SVH                | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00     | SVH                | \$ 50.00 | \$ 55.00 | \$ 65.00 | \$ 75.00      |
| CVMC (Juab County) | 45.00    | 50.00    | 60.00    | 70.00         | CVMC (Juab County) | 15.00    | 15.00    | 15.00    | 15.00        | CVMC (Juab County) | 60.00    | 65.00    | 75.00    | 85.00         |
| Sevier County      | 65.00    | 70.00    | 80.00    | 90.00         | Sevier County      | 25.00    | 25.00    | 25.00    | 25.00        | Sevier County      | 90.00    | 95.00    | 105.00   | 115.00        |
| Utah County        | 65.00    | 70.00    | 80.00    | 90.00         | Utah County        | 25.00    | 25.00    | 25.00    | 25.00        | Utah County        | 90.00    | 95.00    | 105.00   | 115.00        |
| Salt Lake County   | 80.00    | 85.00    | 95.00    | 105.00        | Salt Lake County   | 25.00    | 25.00    | 25.00    | 25.00        | Salt Lake County   | 105.00   | 110.00   | 120.00   | 130.00        |
| Davis County       | 80.00    | 85.00    | 95.00    | 105.00        | Davis County       | 45.00    | 45.00    | 45.00    | 45.00        | Davis County       | 125.00   | 130.00   | 140.00   | 150.00        |
| Weber County       | 80.00    | 85.00    | 95.00    | 105.00        | Weber County       | 60.00    | 60.00    | 60.00    | 60.00        | Weber County       | 140.00   | 145.00   | 155.00   | 165.00        |
| Washington County  | 250.00   | 250.00   | 250.00   | 250.00        | Washington County  | 25.00    | 25.00    | 25.00    | 25.00        | Washington County  | 275.00   | 275.00   | 275.00   | 275.00        |
| Refusals           | 25.00    | 25.00    | 25.00    | 25.00         | Refusals           | 10.00    | 10.00    | 10.00    | 10.00        | Refusals           | 35.00    | 35.00    | 35.00    | 35.00         |
| Life Flight        | 25.00    | 25.00    | 25.00    | 25.00         | Life Flight        | 10.00    | 10.00    | 10.00    | 10.00        | Life Flight        | 35.00    | 35.00    | 35.00    | 35.00         |
| Estimate Cost      |          |          |          | \$ 132,195.00 | Estimate Cost      |          |          |          | \$ 38,355.00 | Estimate Cost      |          |          |          | \$ 170,550.00 |



October 5, 2022

Dear Coordinators/Commissioners,

As always it has been a pleasure to work with you over the years. Here at JCI Billing, we feel a real sense of loyalty to each of your agencies. Because of this, we strive every day to ensure your agencies receive the compensation you have earned for the services you provide.

With the end of the year and budget season rapidly approaching for most of your agencies, it is almost time for our contracts to renew, unfortunately, due to current economic factors we need to increase our rates \$4.00 per claim.

Since the last contracts were signed, we have suffered significant increases in operating expenses. We have always taken pride that as a relatively small business we provide personalized attention to each of your accounts. Unfortunately, like many small businesses, we have been impacted by rising costs that we cannot continue to absorb without increasing revenue.

This rate increase will help absorb increasing operational costs as well help with employee retention and upgrading our technology. This will enable you to receive payments from patient's faster and more efficiently so that we can continue to provide the excellent service to each of your agencies we pride ourselves on.

We certainly wish this increase were avoidable, please know that it will increase the efficiency and productivity of JCI Billing Services allowing us to better serve your agencies. If you have further questions or would like us to meet with you regarding this increase, please contact our office. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Holly Baugh". The signature is written in a cursive, flowing style.

Holly Baugh  
President

Brandon Baugh  
Vice President



## BILLING SERVICE AGREEMENT

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This Service Agreement is made this 1<sup>st</sup> day of January 2023 by and between JCI Billing Services, Inc. and North Sanpete Ambulance Service (hereinafter called Provider).

**WHEREAS** JCI Billing Services offers the service of processing all (i.e., insurance and self-pay) claims for Provider, and whereas Provider is desirous of using the services provided by JCI Billing, the parties hereby agree as follows:

**1. Services.** JCI Billing Services herein agrees to process and electronically submit, or bill by mail, all claims for Provider. Claims will be edited, and error corrected by JCI Billing Services and competent clearinghouses. JCI Billing will collect claims data information in the form of an incident report, superbill, charge ticket, or other mutually agreed upon medium, on schedule agreed upon by both parties. JCI Billing will, based on narrative from Provider, supply any/all HCPC and ICD-10 codes necessary for the completion of HCFA CMS 1500 Form and/or Statement of Account. JCI Billing will receive payment checks and/or copies thereof, and post payments to patient accounts accordingly. JCI Billing will track and update all patient accounts and resubmit or rebill as necessary. JCI Billing agrees to actively pursue collection of a claim for a period of six (6) months with a one-time processing fee charged the first thirty (30) days after receipt of claim from Provider. After six (6) month period, if there has been no payment made on claim, JCI Billing will then return claim to Provider for further instruction (i.e., write-off, continue to bill or forward to collection agency). At that time, if Provider requests JCI Billing to continue billing said claim, JCI Billing will treat the claim as new and charge Provider another one-time processing fee.

**2. Charges.** The charge for the above-mentioned services will be \$40.00 per claim

**3. Invoices.** JCI Billing will invoice Provider on the 1<sup>st</sup> of each month for all services performed during the preceding 30-day billing period. Payment is due within thirty (30) days following the date of billing. Invoices unpaid thirty (30) days after issuance of invoice will be subject to late charges of 1.5% per month.

**4. Patient Data.** Provider will supply JCI Billing, (via run reporting software, fax, mail, or e-mail), patient claim data in the form of incident reports, billing sheets, superbills, charge tickets, and/or hospital admission records (face sheets), on a per incident basis, unless other arrangements are mutually agreed upon.

**5. Confidentiality.** All information agreed to in this Service Agreement and/or any patient information necessary for submission/payment of claims, shall be considered confidential, to be divulged only between this Provider, other treatment related medical providers, legal counsel, and Billing Center according to Federal HIPAA regulations.

**6. Limitation of Liability.** Provider agrees to maintain copies of all patient information supplied to JCI Billing. At no time will JCI Billing process data that is not simultaneously maintained by Provider. JCI Billing agrees to use its best efforts to maintain high professional standards in the execution of its services. It is understood by all parties involved that the portion of service related to medical coding is being performed by certified Claims Submission Specialists not Bonded Medical Coders. JCI Billing will in no way be held liable for any damages that may relate due to simple coding error.

To minimize the possibility of any damage or loss of Provider-related data stored in JCI Billing Services office or computer system, JCI Billing agrees to maintain a regularly scheduled "back up" of all Provider-related data files. Back-up files are stored off the premises of the JCI Billing. JCI Billing has no liability to Provider if data or records are destroyed by fire, strike, theft, acts of God or any other cause, including computer malfunction.

Provider agrees that all information supplied to JCI Billing is true and accurate to the best of Provider's knowledge. Provider further agrees to hold JCI Billing harmless from any liability resulting from violation of state or federal regulations by Provider relating to the collection of Provider's insurance claims or to the extension of credit or handling of accounts receivable by JCI Billing on behalf of Provider. Provider further agrees to aid in the defense of JCI Billing in any such state or federal proceeding.

**7. Contract Length and Termination.** This Service Agreement shall be for ONE (1) YEAR and shall be automatically renewed at the date of expiration. However, either party, with or without cause, may terminate contract after giving **sixty (60) days** prior written notice. Upon termination of this Agreement by either party, JCI Billing agrees to maintain patient accounts currently in process with JCI Billing for a period of 90 days. After 90 days, all outstanding accounts will be forwarded to any new billing center or back to Provider. Provider agrees to promptly pay any/all outstanding charges owed to JCI Billing as of final termination date of contract.

**8. Setup Fees.** Provider agrees to pay any and all fees that may incur due to enrollment with various insurance payers. JCI Billing agrees to separately itemize said charges for Provider should there be any.

**Billing Center Acceptance**

By: Holly Baugh

Title: Owner

Date: 10-9-22

**Provider's Acceptance**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

North Sanpete Ambulance  
Board Meeting  
June 14, 2022  
6:00 PM

Welcome: Board Chairman Angie Stewart

Roll call: Angie Stewart, Bryan Bench, Cameo Johnson, Tracy Braithwaite, Les Haskins, Emily Abrams, Katie Sedlack, Cami Christensen, and Clarke Christensen (left the meeting at 6:10 PM)

Jeff Cox, Jerime Ivory, Dr.GJ Wildon– absent

Carol Haskins, Recorder

1. Public Hearing to receive public comment regarding the amendment of the 2021-2022 budget  
No public comment
2. MOTION Emily Abrams to approve the 2021-2022 amended budget. SECOND Bryan Bench.

|               |     |                    |     |
|---------------|-----|--------------------|-----|
| Bryan Bench   | YES | Tracy Braithwaite  | Yes |
| Emily Abrams  | YES | Clarke Christensen | YES |
| Kati Sedlack  | YES | Cami Christensen   | YES |
| Cameo Johnson | YES | Les Haskins        | YES |
3. Public Hearing to receive public comment regarding the 2022-2023 proposed budget.  
No public comment
4. MOTION Tracy Braithwaite to approve the 2022-2023 proposed budget. SECOND Emily Abrams.

|               |     |                   |     |
|---------------|-----|-------------------|-----|
| Bryan Bench   | YES | Tracy Braithwaite | YES |
| Emily Abrams  | YES | Cami Christensen  | YES |
| Kai Sedlack   | YES | Les Haskins       | YES |
| Cameo Johnson | YES |                   |     |
5. Gary Keddington reviewed the need for all board members to go online at the state auditor's webpage and take the board training. He also reviewed the Fraud Assessment.
6. MOTION Cami Christensen to adjourn. SECOND Kati Sedlack. All YES. MOTION carried.

North Sanpete Ambulance  
Board Meeting  
August 2, 2022  
7:00 PM

1. Welcome: Board Chairman Angie Stewart
2. Roll call: Angie Stewart, Cameo Johnson, Tracy Braithwaite, Les Haskins, Emily Abrams, Katie Sedlack, Cami Christensen, Clarke Christensen, Jeff Cox, Jerime Ivory, Bryan Bench  
Dr. Wildon— absent

Carol Haskins, Recorder

3. Mike Bowles, Land Purchase Proposal  
MOTION Bryan Bench to not sell the lot or any part of it in Mt Pleasant. SEOND Jerime Ivory. All YES. MOTION carried.
4. SafeTech Solutions  
Angie Stewart presented the results of the SafeTech Solutions survey of the EMS services provided within the county. Items addressed: Clarify vision of the service, growth, needs, collaboration, funding sources, invest in leaders, leadership success.  
  
MOTION Jerime Ivory to not assist Ephraim Ambulance Service with paying for the SafeTech Solutions servey. SECOND Les Haskins. All YES. MOTION carried.
5. Bryan Bench led the discussion of raising the rate of pay for call outs. Bench will work with a committee to present a proposal at the next meeting.  
Station update: Dead trees on the property will need to be removed. Will present a set of plans for the building at the next meeting.  
Would like to hire Luke Freeman to codify policies. Bench will contact Mr. Freeman.
6. Tracy Braithwaite ~ JCI reported that they were not billing for the specialty care of transports and will start immediately.
7. Financials  
Gary Keddington was present to present the current financials.  
MOTION Bryan Bench to approve the financials as presented. SECOND Jeff Cox. All YES. MOTION carried.
8. MINUTES  
MOTION Bryan Bench to approve the May 17, 2022 minutes. SECOND Les Haskins. All YES. MOTION carried.
9. MOTION Jerime Ivory to adjourn. SECOND Bryan Bench. All AYE. MOTION carried. p.m.