

## Council Meeting Staff Report

June 12, 2018

---

<b>Agenda No.:</b>	A.
<b>Indexes (Council Goals):</b>	2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting
<b>Presenters:</b>	Troy Hughes
<b>Legislative File:</b>	AGR0542-18

---

### Title

Collection Agreement Between The Incorporated County Of Los Alamos And The Vendor Awarded The Ambulance Billing Contract. Not To Exceed The Amount of \$420,000 For The Collection Of EMS Ambulance Services For The Period Of Four (4) Years With Option For Three (3) Consecutive Renewals.

### Recommended Action

I move that Council authorize the County Manager to execute a four year collection agreement between Los Alamos County and the vendor awarded the ambulance billing contract, not to exceed the amount of \$420,000 in a form acceptable to the County Attorney.

### County Manager's Recommendation

The County Manager recommends that Council approve the Agreement between Los Alamos County and Ambulance Medical Billing (AMB) for ambulance billing services as requested.

### Body

In September 2017, the County submitted a Request for Proposal for Ambulance Billing Services. The proposals were reviewed by the RFP committee and Credit Bureau Systems, Inc. dba Ambulance Medical Billing was chosen to be the vendor. The total compensation of the proposed agreement for the Term of four (4) years with option to renew for up to three (3) consecutive one-year periods, shall not exceed \$420,000 for total Term or \$60,000 annually exclusive of NMGR. The monthly invoiced amount from Credit Bureau Systems, Inc. will be calculated based on 6.35% of net cash collected on Ambulance Billing for Los Alamos County Fire Department.

Credit Bureau Systems will be responsible for the following services; Emergency Medical Services (EMS) Billing to include providing EMS billing statements, pursuing collection of monthly statements and providing supplies, equipment, personnel, computer hardware and software, billing forms, insurance forms, postage; collection of outstanding accounts; provide financial reporting and analytical services; obtain necessary hospital data from local hospitals for accurate billing; and customer service.

This vendor service is necessary to provide accurate and ethical coding and billing services for all patient accounts and to maintain appropriate revenue collection for EMS ambulance services.

### Alternatives

An alternative would be to hire dedicated in-house ambulance billing specialists.

### Fiscal and Staff Impact/Planned Item

The cost of this agreement is budgeted as a continuous line item in past, current and future budgets.

### Attachments

A - AGR18-14 Ambulance Medical Billing