






## Administrative Policy

<b>Title: Emergency Medical Services Subscription Program and Emergency Medical Services Fee (Reso 2018-020)</b>					
Administered By: Fire Department					
Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved	Mayor Approved
04100.001	03-17-04	04-18-18			

### ARTICLE I - PURPOSE

This Policy is adopted by the Corona City Council to set forth certain provisions of the Emergency Medical Services Subscription Program (the "EMS Program") and the Emergency Medical Services Fee (the "EMS Fee") established by Resolution 2004-31 of the City Council on March 17, 2004 and amended by Resolution 2018-020 of the City Council on April 18, 2018.

### ARTICLE II – EMS ELIGIBILITY AND COVERAGE

#### Section 2.2 Eligible Participants

The EMS Program is open to residents of the City of Corona and any business located in, and possessing a business license issued by, the City of Corona (collectively, "Eligible Participants"). Eligibility may be established through current water billing records, rent receipts, utility bills, or other forms of identification which clearly reflect residence or business location within the City.

#### Section 2.2 Coverage

A subscription to the EMS Program will cover all members of a subscriber's household who are permanent residents of the subscribing household, regardless of the location where the City of Corona renders the Emergency Medical Services. For business subscribers, an EMS Program subscription will cover all Emergency Medical Services provided to employees at the business address or employees who are elsewhere in

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Corona in the course of their duties. A business subscriber's EMS Program subscription will not cover customers or other visitors to the premises of the business. For businesses which also have residents (such as convalescent hospitals and assisted-living facilities), coverage is available for employees and/or residents as described in Section 4.3 (Business Subscribers With Residents).

### **ARTICLE III – EMS PROGRAM FEE**

The EMS Program Fee shall be set originally at the following amount: \$ 4 per month for residential subscribers. The method of calculation for the EMS Program Fee for business subscribers is set forth in Section 4.1.D herein. The EMS Program Fee shall be adjusted periodically by resolution of the City Council, and may be adjusted within the City's Master Fee Resolution adopted by the City Council.

### **ARTICLE IV – JOINING THE EMS PROGRAM**

#### **Section 4.1 Subscribers Receiving Water Bills**

- A. Enrollment. Eligible Participants who receive a water bill from the City may join the EMS Program at any time by contacting the City and submitting a written request to join the EMS Program. Additionally, during the months of May and June each year, residential Eligible Participants who receive water bills will have the opportunity to join the EMS Program by paying the EMS Program's monthly fee on the water bill. Payment of the monthly EMS Program Fee enrolls a subscriber into the EMS Program for the next following month.
- B. Withdrawal from Program. An Eligible Participant who does not wish to enroll in the EMS Program during May and June can decline by paying the total shown on the water bill which excludes the monthly EMS Program Fee.
- C. Payment on Water Bill. Once enrolled in the EMS Program, the monthly EMS Program fee will continue to appear on a subscriber's water bill until the subscriber contacts the City and requests to be removed from the EMS Program. Subscribers may contact the City to request removal at any time, and no processing fee or charge will be assessed for withdrawing from the EMS Program. Payment of less than the total amount shown as due on the water bill will **not** remove a subscriber from the EMS Program once the subscriber is enrolled. Such payments will be first applied to the monthly EMS Program Fee, and the remainder will be applied to the balance of the subscriber's water bill. Accordingly, payments of less than the total amount shown as due on the water bill without notification of an intention to withdraw from the EMS Program will render the subscriber delinquent on his water bill.

- D. Business Subscribers Without Residents. Eligible Participants which are businesses that do not also have residents may join the EMS Program under the terms and conditions applicable to residential subscribers, as well as the following provisions: For purposes of calculating the subscription fee applicable to a business, the residential monthly EMS Program fee then in effect shall be considered one "Unit". The subscription fee for a business with fewer than 21 employees shall be equal to one Unit for each 5 employees or fraction thereof. The subscription fee for a business with more than 20 employees shall be equal to one Unit for each 10 employees or fraction thereof. The maximum subscription fee that a business without residents will be charged is 15 Units (i.e., 75 employees) regardless of the number of employees. A business without residents may not subscribe for partial coverage, and each employee will count as one employee regardless of how many hours the employee works. In order for a business to subscribe to the EMS Program, a representative of the business must contact the City to inform the City of how many employees the business has and request enrollment in the EMS Program. If there is a change in the number of employees claimed by the business, the business shall immediately inform the City for recalculation of the EMS Program Fee. The City reserves the right to require verification of the number of employees claimed by any business subscriber.

#### **Section 4.2 Subscribers Not Receiving Water Bills**

Residents who do not receive a City of Corona water bill may join the EMS Program at any time on a pro-rated basis. The effective enrollment date shall be the date payment is made, and enrollment shall run through the end of the fiscal year in which the payment is received.

#### **Section 4.3 Business Subscribers With Residents**

- A. Eligible Businesses. Convalescent hospitals, assisted-living facilities, and similar residential care facilities ("Care Facilities") and residential business subscribers ("Apartments") are eligible to join the EMS Program on the terms and conditions set forth in this Section 4.3. To the extent residents of Care Facilities or Apartments receive individual water bills, the residents shall be eligible to join the EMS Program under the terms and conditions applicable to residential subscribers generally.
- B. Units. The subscription fee for Care Facilities shall be equal to one Unit (as defined in Section 4.1.D) for every five apartments, rooms, beds in the Care Facility. The subscription fee for Apartments with fewer than 20 apartment units shall be equal to one Unit (as defined in Section 4.1.D) for each apartment. The subscription fee for Apartments with 20 or more apartment units shall be equal to one Unit (as defined in Section 4.1.D) for every two apartments.

- C. Coverage. Care Facilities may subscribe to the EMS Program with respect to all residents but no employees, all employees but no residents, or all residents and all employees. Care Facilities and Apartments may not subscribe for partial coverage of residents or partial coverage of employees.
- D. Enrollment. In order for a Care Facility to subscribe to the EMS Program, a representative of the Care Facility must contact the City, inform the City of the number of residents and/or employees the Care Facility has, and request to be included in the EMS Program. If there is a change in the number of residents or employees claimed by the Care Facility, the Care Facility shall immediately inform the City for recalculation of the EMS Program fee. The City reserves the right to require verification of the number of residents or employees claimed by any Care Facility subscriber, and may require a Care Facility with a highly variable number of residents to pay a fee based on the Care Facility's maximum capacity.

## **ARTICLE V – GENERAL CONDITIONS**

### **Section 5.1 Transfer Within the City**

Subscribers who move within the City limits will not be required to pay an additional fee, but must submit a change of address to the City.

### **Section 5.2 No Refund**

Subscribers who leave the City or go out of business prior to the end of the period for which they have paid shall not be eligible for a refund of any portion of the fee.

### **Section 5.3 Payment Options**

All subscribers will have the option of paying in person and on an annual fiscal year basis.

## **ARTICLE VI – EMS FEE APPLICABILITY**

The City shall charge an EMS Fee to any person who receives Emergency Medical Services from the City of Corona Fire Department and who is not entitled to the benefits of the EMS Program. The EMS Fee shall also be charged to any person refusing treatment on whose behalf a call for Emergency Medical Services was made at his or her request or by any person within the patient's household or business. The EMS Fee shall not be charged to any person refusing treatment where the call for Emergency Medical Services was not made at his or her request or was made by a person who is not within the patient's household or business.

## **ARTICLE VII – EMS FEE**

The EMS Fee shall be set originally at the amount of \$ 350 per call for service. The EMS Fee shall be adjusted periodically by resolution of the City Council, and may be adjusted within the City's Master Fee Resolution adopted by the City Council.

## **ARTICLE VIII – EMS FEE WAIVERS**

### **Section 8.1 Exceptional and Unusual Circumstances**

In exceptional or unusual circumstances, the Chief of the Fire Department may elect not to charge all or a portion of an otherwise applicable EMS Fee. "Exceptional or unusual circumstances" include, but are not limited to, the following: (A) cases in which the patient dies before Corona Fire Department personnel arrive; or (B) cases in which the patient dies while Corona Fire Department personnel are providing emergency medical services.

### **Section 8.2 Low Income Exception**

The Chief shall also waive all or a portion of the EMS Fee for any patient who demonstrates that the combined gross income of all members of the patient's residence is at or below the then current federal poverty levels established by the United States Department of Health and Human Services for the applicable household size.

### **Section 8.3 No Preferential Treatment**

The Chief may not waive an otherwise applicable EMS Fee by virtue of a patient's relationship or friendship with any City employee, or by virtue of a patient's employment by the City if the service received occurs while the City employee is off duty/not working.

### **Section 8.4 Written Record Required**

The Chief, or designee, shall create a written record, for each instance in which all or a portion of an EMS Fee is waived, documenting the circumstances involved and the reason for the EMS Fee waiver. The written record may be created and maintained in an electronic format. Each such record shall be maintained by the Fire Department for a period of at least five (5) years.

## **ARTICLE IX – EMS FEE EXEMPTIONS**

### **Section 9.1 One-Time Exemptions**

A patient shall be eligible for a one-time exemption from payment of the EMS Fee provided all of the following conditions are met:

- A. The patient is not a member of the EMS Program;
- B. The patient is a Corona resident;
- C. The patient is covered by Medicare insurance or is otherwise eligible for MediCal;
- D. The patient provides evidence of Medicare and/or MediCal coverage; and
- E. The patient pays an amount equal to 12 times the then applicable monthly residential EMS Program Fee.

### **Section 9.2 One-Time Discount**

A patient shall be eligible for a one-time discount off of the EMS Fee provided all of the following conditions are met:

- A. The patient is not a member of the EMS Program;
- B. The patient is not a Corona resident;
- C. The patient is covered by Medicare insurance or is otherwise eligible for MediCal;
- D. The patient provides evidence of Medicare and/or MediCal coverage.

### **Section 9.3 Payment of EMS Fee After One-Time Discount**

Any patient who has used the one-time exemption or 50% reduction, has subsequently withdrawn from the EMS Program, and has subsequently received Emergency Medical Services shall pay the applicable EMS Fee.

## **ARTICLE X – BILLING AND COLLECTION**

The City, or a third-party biller contracted by the City, will generate a bill for each patient who has incurred an EMS Fee, except for patients for whom Fees are waived pursuant to Section 8 above or as a result of the patient's membership in the EMS Program. Bills are due upon receipt by the patient. Bills which remain unpaid 90 days after receipt by the patient may be referred to a collection agency.

## **ARTICLE XI – DEFINITION OF EMERGENCY MEDICAL SERVICES**

Emergency Medical Services shall mean Basic Life Support and/or Advanced Life Support, as those terms are defined in Sections 1797.60 and 1797.52, respectively, of the California Health & Safety Code.

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### **PRIOR VERSIONS**

ISSUED: 03-17-04  
REVISED: 04-18-18