



**TOWN OF ULYSSES**  
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**TOWN OF ULYSSES AMBULANCE BILLING FINANCIAL ASSISTANCE POLICY**

*Adopted 3/12/19*

**Purpose** The purpose of the Financial Assistance Policy is to assure that the Ulysses Ambulance Billing Policy shall not create a barrier that deters those needing emergency medical services from calling for help and to further assure that payment for billable emergency medical services shall not become a financial hardship for those with limited incomes or resources.

**Policy**

It is the policy of the Town of Ulysses to offer financial assistance to patients in the Ulysses Ambulance District who are billed for their share of ambulance transport and treatment and ~~can~~ have household income less than 300% of the Federal Poverty Income Guidelines.

**Eligibility**

Patients with household incomes less than 300% of the Federal Poverty Income Guideline are eligible to have up to 100% of their share of the ambulance bill waived. The Chart in *Appendix 1* shall be updated annually to reflect the Federal Poverty Income Guideline.

For patients who are able to pay for their care, no-interest payment plans can be arranged.

**Procedures**

1. The Billing Contractor will include a cover letter written by the Town to explain the billing policy and procedures for requesting financial assistance with ambulance bills.
2. The Application for Ambulance Billing Financial Assistance is attached to this policy as *Appendix 2*. Significant changes must be made by resolution of the Town Board.
3. Patients who believe they may be eligible to have their share of the cost reduced or waived after reviewing the financial eligibility guidelines sent with the Ambulance Bill's cover letter, are encouraged to contact the billing contractor and may submit an Application for Ambulance Billing Financial Assistance along with *Appendix 3 Income Verification Form* to the Town Clerk's office.
4. Completed Applications for Financial Assistance shall be submitted to the Town Clerk 10 Elm Street, Trumansburg, NY ATTN: EMS Liaisons.
5. The Town of Ulysses authorizes the Town Board's EMS liaison(s) to review Applications for Assistance. The EMS liaisons are authorized to waive up to 100% of the patient's share of ambulance charges for those who document their household income at below 300% of the Federal Poverty Income Guideline or demonstrate other financial hardships.
6. The Town of Ulysses authorizes the Town Board EMS liaison(s) to arrange reasonable no-interest payment plans between patients who can pay their fees and the Billing Contractor.

7. The Town's EMS liaison(s) shall communicate their decisions in writing to the patient and the billing contractor and the Town Clerk shall file Applications in a confidential file. The EMS Coordinator may refer any complex request, with personal information redacted, to the Town's EMS Committee, to be comprised of two Town Board members, for decisions.
8. Once the account is settled any confidential information shared as part of verifying household income will be shredded.
9. The Town's EMS liaison(s) shall prepare an annual report for the Town Board that includes the actions taken on all applications for assistance.

**Date Adopted: 12/18/14**

**Effective Date: 1/1/15**

**Date Modified: 3/12/19**

**Date Effective: 4/1/19**