


**MANATEE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

<b>SUBJECT</b>	Emergency Medical Transportation Billing Services	<b>TYPE AGENDA ITEM</b>	Consent
<b>DATE REQUESTED</b>	December 20, 2011	<b>DATE SUBMITTED/REVISED</b>	December 12, 2011
<b>BRIEFINGS? Who?</b>	No	<b>CONSEQUENCES IF DEFERRED</b>	Current agreement expires on 12/31/2011.
<b>DEPARTMENT/DIVISION</b>	Financial Management / Purchasing	<b>AUTHORIZED BY TITLE</b>	Jim Seuffert, Director
<b>CONTACT PERSON TELEPHONE/EXTENSION</b>	Frank Lambertson, 3042 / Barbara Redmond, 7874	<b>PRESENTER/TITLE TELEPHONE/EXTENSION</b>	Bill Hutchison, Director, Public Safety Department, 3511
<b>ADMINISTRATIVE APPROVAL</b>			

**ACTION DESIRED**

INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED

Authorize the County Administrator or his designee to execute the Agreement for Emergency Medical Transportation Billing Services with PST Services Inc., a McKesson Company, Doral, FL for a period of three years. The contractor will be entitled to 5.0% of net funds collected for the County or a flat fee of \$8.00 for all Medicaid accounts; it is estimated that \$7,500,000 will be billed for services, approximately 68% will be collected and the contractor would be entitled to an estimated annual fee of \$390,726.

**ENABLING/REGULATING AUTHORITY**

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

Manatee County Code of Laws, Manatee County Purchasing Ordinance, and the Standards and Procedures approved by the County Administrator.

**BACKGROUND/DISCUSSION**

- Manatee County's Public Safety Department requires emergency medical transportation billing services.
- See Page 2.

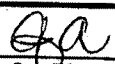
**APPROVED IN OPEN SESSION**

**COUNTY ATTORNEY REVIEW**

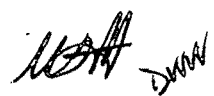
DEC 20 2011

**BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA**

<b>Check appropriate box</b>	
<input checked="" type="checkbox"/>	<b>REVIEWED</b> Written Comments: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: _____)
<input type="checkbox"/>	<b>NOT REVIEWED (No apparent legal issues.)</b>
<input type="checkbox"/>	<b>NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)</b>
<input type="checkbox"/>	<b>OTHER</b>

<b>ATTACHMENTS: (List in order as attached)</b>	<b>INSTRUCTIONS TO BOARD RECORDS:</b> 12/22/11 
1. RLS 10-230 Written Comments 2. Agreement (two originals)	Originals to Board Records, and PST Services, Inc., a McKesson Co., 7955 NW 12 <sup>th</sup> Street, Suite 100, Doral, FL 33126. PDF copies to F. Lambertson, Purchasing Division and B. Redmond, Public Safety Department.
<b>COST:</b> Estimated Annual Fee \$390,726	<b>SOURCE (ACCT # &amp; NAME):</b> N/A
<b>COMMENTS:</b> N/A	<b>AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)</b> N/A

#5



- Manatee County has the need for billing and collection services for Emergency Medical Services (EMS) transports, as required on a case by case basis, using a billing system that conforms to generally accepted accounting principles (GAAP). Manatee County Emergency Medical Services provides emergency ambulance services exclusively in Manatee County, Florida. A high volume of relatively moderate dollar amounts characterizes the billing and collection operations. Historically, of the total revenues, 45% are received from Medicare, 7% from Medicaid, 40% from private insurance, and 8% from patients and other sources.
- 11/2/09 – 4/17/10 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to one hundred eighty five (185) emergency medical transportation billing firms; twenty (20) firms downloaded the RFP and twelve (12) firms submitted proposals.
- The County Administrator authorized the Selection Committee to enter into negotiations with the selected proposer PST Services, Inc., a McKesson Co., Doral, FL.
- A summary of funds collected and fees paid previously to PST Services for Manatee County EMS Billing are as follows:

<u>Fiscal Year</u>	<u>Gross Collections By PST Prior To Adjustments*</u>	<u>Fee Paid To PST</u>
FY 2006	\$5,631,219	\$302,309
FY 2007	\$6,137,901	\$334,906
FY 2008	\$6,079,765	\$336,792
FY 2009	\$7,616,386	\$409,802
FY 2010	\$7,285,471	\$390,324
FY 2011	\$7,923,093	\$425,230

\*Adjustments would include: Refunds; Returned Checks; Voided Checks; and Florida Medicaid Collection and are addressed during invoicing

This Agreement will be managed by the Public Safety Department.