Town of Cathlamet, Washington

RESOLUTION 379-19

A RESOLUTION OF THE TOWN OF CATHLAMET, WASHINGTON APPROVING AMBULANCE PAYMENTS CREDIT BALANCE PROCESS

WHEREAS, the Town hired an external billing provider to process billing for ambulance services provided by the Cathlamet Fire Department and Emergency Medical Response Department, American Medical Response (AMR), whom uses services through Intergra Connect to process ambulance payments for the Town's ambulance services; and

WHEREAS, the Town's Emergency Medical Response Service Department's billing provider, Integra Connect, has requested approval of the Town to establish a process to reconcile credit balances/refunds on ambulance billing accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF CATHLAMET, AS FOLLOWS:
The process outlined below is hereby approved for use by Integra Connect to reconcile credit balances/refunds for ambulance billing accounts in their authority.

Section 1. Definitions.
"Client" shall mean the Town of Cathlamet and the Clerk-Treasurer as representative of the Town.
"Refunds Request Forms" shall mean the outlined form as included as Attachment A.

Section 2. Process.

1. Integra Connect validates the credit balance.
2. Integra Connect completes the refunds request form for the trips with valid credit balances.
3. The refund request forms are forwarded to the client for review and approval.
4. The client issues the appropriate approved refunds checks to the required recipients.
5. The client sends Integra Connect a list of checks issued, to whom and their amounts.
6. Integra Connect updates the accounts on their billing systems to reflect credit balance satisfaction.

THIS RESOLUTION IS EFFECTIVE IMMEDIATELY UPON PASSAGE, AS PROVIDED BY LAW.
DULY PASSED AND ADOPTED in regular session this the 16th day of December, 2019.

TOWN OF CATHLAMET, BY:

Dale Jacobson, Mayor

ATTEST:

Sarah Clark, Clerk-Treasurer

APPROVED AS TO FORM:

Fred Johnson, Town Attorney

Ryan Smith, Council Position No. 1

Bill Wainwright, Council Position No. 2

Paige Lake, Council Position No. 3

David Olson, Council Position No. 4

Laurel Waller, Council Position No. 5