

Whitewater Fire and EMS Department		
Order Topic: Employee and Retiree Billing		
Issue Date: 03/17/2025	Last Revision:	Review Date: 01/01/2026
Special Instructions:		

Purpose

The purpose of this policy is to outline the provision of Emergency Medical Services (EMS) care to employees and retirees of the Whitewater Fire & EMS Department and current employees of the City of Whitewater. This benefit is offered as a recognition of their dedication and service to the community and to ensure their health and well-being are prioritized.

Statement

Employees, retirees and their immediate family (spouse and minor children living in the same household) of the Whitewater Fire & EMS Department and current employees and their immediate family (spouse and minor children living in the same household) of the City of Whitewater are entitled to receive EMS care provided by the Fire Department's EMS division with no out of pocket expense to the covered person. This benefit covers emergency medical evaluations, treatment, and transport (when necessary) within the scope of services provided by the Fire Department's EMS team.

Eligibility

Covered Individuals:

- Current full-time and part-time employees of the Whitewater Fire & EMS Department.
 - Spouse & minor children.
- Retirees of the Whitewater Fire & EMS Department & all previous names the organization has held. These names are maintained by the Fire & EMS Chief.
 - Spouse & minor children.
- Current full-time and part-time employees of the City of Whitewater.
 - Spouse & minor children.

Exclusions:

- This policy does not extend to other family members or dependents unless otherwise specified in writing.

Limitations

Transport Beyond City Limits:

- This benefit is limited to services provided within the WFD response area. Chief Officer approval must be acquired to transport outside of this area if possible.

Employee and Retiree Billing

Third-Party Charges:

- Any costs incurred from third-party providers (e.g., hospital services, medications, advanced diagnostics, or external department care) are the responsibility of the retiree/employee.

Insurance Billing:

- The Fire Department reserves the right to bill the retiree/employee's insurance for services rendered. Any remaining balance after insurance payments will be waived for eligible employees.
- Employees who do not have insurance will not be personally billed for EMS services provided under this policy.

Procedure

Identification:

- Covered individuals must identify themselves as an employee or retiree of the Fire Department or employee of the City of Whitewater during the EMS call. A valid City or Fire Department ID may be requested by EMS personnel if feasible.

Documentation:

- EMS personnel will document the service provided via patient care report in WARDS as required by the State of Wisconsin.
- The crew rendering care will place the report in "Requires QA Review" status in WARDS.
- The EMS Officer performing the QA will place the report in "DO NOT BILL – Completed" status.

Billing Adjustment:

- If a report was sent for billing for a covered individual, the EMS Chief will change the report status to "DO NOT BILL – Completed" in WARDS and then email the billing company to request the charges be changed to \$0.

Enclosures

- Enclosure 1 – WFD Retiree List