

Whitewater Fire and EMS Department		
Order Topic: Employee and Retiree Billing		
Issue Date: 03/17/2025	Last Revision: 07/2025	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.~~

Employees, retirees, and their immediate family members (spouse and minor children residing in the same household) of the Whitewater Fire & EMS Department, as well as current employees and their immediate family members of the City of Whitewater, are eligible to receive EMS care provided by the Fire Department's EMS division.

For current employees, this benefit includes emergency medical evaluations, treatment, and transport (when necessary) with no out-of-pocket expense to the covered individual.

For retirees and their immediate family, the same EMS services are covered; however, the benefit is limited to a maximum benefit of \$599 per calendar year in waived out-of-pocket expenses.

This benefit applies only to services provided within the scope of the Fire Department's EMS capabilities.

## **Eligibility**

Covered Individuals:

- Current full-time and part-time employees of the Whitewater Fire & EMS Department.
  - Spouse & minor children.
  - This is a taxable fringe benefit. The amount waived will be included in the employee's taxable wages.
- Retirees of the Whitewater Fire & EMS Department & all previous names the organization has

## Employee and Retiree Billing

---

held. These names are maintained by the Fire & EMS Chief.

- Spouse & minor children.
- **Maximum annual benefit of \$599**
- Current full-time and part-time employees of the City of Whitewater.
  - Spouse & minor children.
  - **This is a taxable fringe benefit. The amount waived will be included in the employee's taxable wages.**

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.

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"

## Employee and Retiree Billing

---

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