

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**

Safety/Risk Management/Disaster  
Preparedness

**CODE NUMBER:**

AC-7-5

**TITLE:**

Emergency Medical Services Policy  
Concerning Writeoffs and Uncollectables

**ADOPTED:**

6/9/87

**AMENDED:**

**ORIGINATING DEPARTMENT:**

Public Safety

**PURPOSE/SCOPE:**

**POLICY/PROCEDURE:**

There will be no writeoffs or determination of uncollectables unless it is first conclusively shown payment cannot be received by the County.

The Tax Collector will submit a list to the County Administrator indicating the accounts to be turned over to the collection agency.

Accounts will be determined uncollectable only after six (6) months wherein such time said accounts will be written off on regular accounts and placed in the collection agency's hands as pursuant to this policy.

Once the County Administrator approves turning over the amounts to the collection agency, same shall be written off the E.M.S. accounts as a bad debt.

Any monies recovered by the Tax Collector through a collection agency after a bad debt writeoff will be shown credited to the E.M.S. through a recovery account.

**AMENDED July 11, 1979**

The Board has authorized accounts to be written off or referred to the collection agency prior to 180 days if one or more of the following conditions exists.:

1. Mail returned for need of a better address and/or no address available.
2. Debtor refuses payment.
3. Debtor reneges on promised payment.