

FY 2018 REVENUE WORKSHEET

Fund	Budget Unit	Budget Unit Title	Account	Account Title	FY 16 Final Budget	FY 17 Current Actual	FY 17 Current Budget	FY 18 Requested Amount	Increase (Decrease)
531	3610	EMS	34.1400	Printing & Duplicating	\$3,050	\$946	\$3,000	\$3,200	\$200
531	3610	EMS	34.2610	Ambulance Fees	\$2,473,410	\$768,050	\$2,450,000	\$2,450,000	\$0
531	3610	EMS	34.2611	Bad Debt Recovery	\$45,000	\$9,025	\$25,000	\$25,000	\$0
531	3610	EMS	36.1085	Interest - EMS	\$140	\$32	\$140	\$140	\$0
531	3610	EMS	36.1086	Interest on Patient's Account	\$250	\$0	\$250	\$250	\$0
531	3610	EMS	37.1006	Donation - Health Care Foundation	\$0	\$23,083	\$21,083	\$0	(\$21,083)
531	3610	EMS	37.1530	Contributions - Other	\$530	\$0	\$0	\$0	\$0
531	3610	EMS	38.9000	Other	\$3,669	\$625	\$0	\$0	\$0
531	3610	EMS	38.9020	Reimbursement - Expenses	\$4,593	\$1,103	\$0	\$0	\$0
531	9531	EMS - Other Financing	39.1110	Op Transfer In From General Fund	\$1,553,031	\$40	\$1,265,001	\$0	(\$1,265,001)
531	9531	EMS - Other Financing	39.3500	Capital Leases	\$130,000	\$0	\$0	\$0	\$0
					\$4,213,673	\$802,904	\$3,764,474	\$2,478,590	(\$1,285,884)

FY 2018 EXPENSE WORKSHEET

Fund	Budget Unit	Budget Unit Title	Account	Account Title	FY 16 Final Budget	FY 17 Current Actual	FY 17 Current Budget	FY 18 Requested Amount	Increase (Decrease)
531	3610	EMS	51.1100	Regular Employees	\$1,534,341	\$623,500	\$1,536,216	\$1,526,568	\$903,068
531	3610	EMS	51.1200	Temporary Employees	\$538,678	\$222,659	\$642,578	\$642,578	\$419,919
531	3610	EMS	51.1300	Overtime	\$406,032	\$162,255	\$421,288	\$445,479	\$283,224
531	3610	EMS	51.2100	Group Insurance	\$449,288	\$134,847	\$299,335	\$489,723	\$354,876
531	3610	EMS	51.2200	FICA Contribution	\$155,349	\$60,167	\$161,607	\$134,873	\$74,706
531	3610	EMS	51.2300	Medicare	\$36,332	\$14,071	\$37,795	\$31,543	\$17,472
531	3610	EMS	51.2410	Defined Contribution	\$143,750	\$185,587	\$146,869	\$198,520	\$12,933
531	3610	EMS	51.2700	Worker's Comp	\$11,798	\$4,620	\$9,438	\$11,912	\$7,292
531	3610	EMS	51.2910	Longevity	\$6,160	\$5,355	\$6,475	\$6,230	\$875
531	3610	EMS	52.1130	Collection Fees - Bad Debt	\$15,500	\$2,308	\$7,725	\$7,725	\$5,417
531	3610	EMS	52.2210	R & M - Vehicles	\$10,000	\$928	\$7,000	\$7,000	\$6,072
531	3610	EMS	52.2240	R & M - Service Agreements	\$600	\$114	\$400	\$400	\$286
531	3610	EMS	52.2320	Rental of Equipment / Vehicles	\$5,000	\$2,388	\$5,000	\$5,800	\$3,412
531	3610	EMS	52.3200	Communications	\$14,052	\$2,635	\$14,052	\$10,000	\$7,365
531	3610	EMS	52.3400	Printing & Binding	\$2,000	\$0	\$2,000	\$2,000	\$2,000
531	3610	EMS	52.3500	Travel	\$1,000	\$641	\$1,000	\$1,500	\$859
531	3610	EMS	52.3700	Education & Training	\$5,000	\$955	\$4,000	\$4,000	\$3,045
531	3610	EMS	52.3800	Licenses - Professional	\$28,838	\$15,100	\$17,000	\$17,000	\$1,900
531	3610	EMS	52.3850	Contract Labor	\$192,000	\$67,625	\$160,000	\$160,000	\$92,375
531	3610	EMS	53.1100	General Supplies & Material	\$4,000	\$2,833	\$4,000	\$8,500	\$5,667
531	3610	EMS	53.1130	Medical Supplies	\$60,000	\$18,481	\$60,000	\$62,000	\$43,519
531	3610	EMS	53.1270	Gasoline / Diesel	\$60,539	\$24,286	\$67,250	\$55,672	\$31,386
531	3610	EMS	53.1400	Books & Periodicals	\$707	\$0	\$600	\$2,000	\$2,000
531	3610	EMS	53.1600	Small Equipment	\$35,824	(\$4,100)	\$49,083	\$30,000	\$34,100
531	3610	EMS	53.1700	Other - Uniforms	\$9,500	\$3,032	\$10,000	\$10,000	\$6,968
531	3610	EMS	53.1710	Medicine & Drugs	\$22,944	\$7,088	\$21,500	\$22,500	\$15,412
531	3610	EMS	53.1750	Vehicle / Equipment Parts	\$30,632	\$6,439	\$26,000	\$26,000	\$19,561
531	3610	EMS	54.2200	Vehicles	\$130,000	\$0	\$0	\$140,000	\$140,000
531	3610	EMS	54.2500	Equipment	\$37,008	\$0	\$0	\$0	\$0
531	3610	EMS	56.1000	Depreciation	\$266,801	\$0	\$0	\$0	\$0
531	3610	EMS	58.1300	Capital Lease (Principal)	\$0	\$0	\$0	\$25,672	\$25,672
531	3610	EMS	58.2200	Capital Lease (Interest)	\$0	\$0	\$0	\$1,476	\$1,476
531	9531	EMS	58.1300	Capital Lease (Principal)	\$0	\$0	\$0	\$46,263	\$46,263
					\$4,213,673	\$1,563,814	\$3,718,211	\$4,132,934	\$2,569,120

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018

Fund:	531
Department Name :	EMS
Budget Unit:	3610

List out and briefly describe the issues facing the department in FY 2018 which could significantly impact your budget.

1. Fleet maintenance and ambulance costs are always a concern, Our fleet is in better shape than it has been in in years. We have been able to replace trucks on a regular basis. The county shop does an excellent job of keeping maintenance cost down.

2. Putting up the additional med unit at Jack' Creek has helped to greatly diminish the number of times we run out of Med units. It had been 10 years since we put up an additional unit. I don't believe we can go that long again. My supervisors and myself help out during shortages to ensure we get medical people on the scene as quickly as possible.

3. Indigent care and self pay patients continue to put a strain on our system. Walton county for some reason has a large percentage of self pay patients. The billing company stays on these accounts and tries to collect from these patients.

4. We have noticed a fairly significant increase in medical supplies and have encountered shortages of some supplies. It is predicted that this will continue and possible get worse.

5. Many of our older employees are experiencing health issues. We continue to see an increase in sick and FMLA time. Don't know what the answer is.

6. The billing company has far exceeded my expectations. We should have gone with them a long time ago.

7. Changes in healthcare policies due to the affordable healthcare act.

Mission, Goals and Objectives
Fiscal Year 2018

Fund:	<u>531</u>
Department Name :	<u>EMS</u>
Budget Unit:	<u>3610</u>

Mission Statement

Our mission is for prompt, professional, and state of the art emergency service for our customers that we serve. The EMT's and Paramedics have elected to serve the medical needs of our community where life and health may have been threatened. Walton County Emergency Medical Services works to meet and exceed the expectations of the community we serve. Our values are professionalism with compassion. We strive to provide quality service at a cost effective price.

Goals

Provide prompt professional service.
Maintain an advanced level of response and care.
Maintain highly trained employees.
Provide for and assist our employees in any way we can.
Do what is best for our patients and families.
Provide CPR training for our schools. Businesses and civic groups.

Objectives

Provide the citizens and people passing through our county the best medical care possible.
Work to prevent and reduce injury and mortality through out our county.
Provide care to the sick or injured regardless of age, race, gender, social or economic status.

**Accomplishments and Improvements
Fiscal Year 2018**

Fund:	<u>531</u>
Department Name :	<u>EMS</u>
Budget Unit:	<u>3610</u>

1. Describe the major accomplishments of your department in the past fiscal year.

One of the major accomplishments over the past 2 fiscal year is getting the supervisors off the ambulances and having them available to assist crews on calls, follow up immediately on complaints or issues, have a point of contact for crew members and assist me more around the office. They have been able to provide an EMS presence on scene when we run short of Med units.

In December we started with a 3rd party billing service. The results so far have been good. Our collections are up and we are coming into compliance with Medicare guidelines.

He resigned and I am currently trying to replace him.
unit since putting up the additional truck.

We were able to hire a full time training officer.

We have far less times when we are without a med

2. Describe the major accomplishments of your department in the current fiscal year.

1. Added an additional Med unit 24/7 at Jacks Creek Fire Station. 2. Were able to purchase new state of the art cardiac monitors with all the latest technology. 3. Purchased all new power cot stretchers that will help to reduce back injuries among employee's.

4. Purchased a new 2016 ambulance and a 2015 remount with assistance from the Hospital authority. Hospital authority donated one million dollars over the next ten years for the purchase of ambulances.

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

1. Continue to work on billing issues. 2. Improve our QA and protocols. 3. Continue to upgrade and maintain our fleet.

4. Improve our training department and set standards for our employee training.

5. Retain good employees.

6. Increase our community outreach and presence.

7. Be good stewards of our taxpayers monies.

**Scheduled Overtime
Fiscal Year 2018**

Fund	<u>531</u>
Department Name:	<u>EMS</u>
Budget Unit:	<u>3610</u>

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
EMT	1	8	30.17	12551
EMT	2	16	31.89	26533
EMT	2	16	26.99	22456
EMT	1	8	30.95	12875
EMT	6	48	25.55	63773
Paramedic	5	40	26.31	54725
Paramedic	3	24	27.65	34507
Paramedic	4	32	25.05	41683
Paramedic	2	16	32.7	27206
Paramedic	2	16	29.61	24636
Paramedic	1	8	28.74	11956
Paramedic	3	24	26.54	33122
Paramedic	1	8	30.51	12692
Paramedic	2	16	23.13	19244
Paramedic	1	8	23.6	9818
Paramedic	1	8	29.97	12468
Paramedic	1	8	24.6	10234
Paramedic				
Total Scheduled OT	38			430479

Justification: Attach additional pages if necessary.

EMS works a 48 hour workweek with 8 hours overtime each week. The 430,479 is calculated based on this.

Initial Request Received	
Initial Request Entered	
Budget Request Presented	
Recommended Budget Entered	
Review by Finance	

**Unscheduled Overtime
Fiscal Year 2018**

Fund:	<u>531</u>
Department Name:	<u>EMS</u>
Budget Unit:	<u>3610</u>

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
EMT/Paramedic	38	10 hrs per week	28	15000
Total Unscheduled OT				15000

Justification: Attach additional pages if necessary.
 Justification: Attach additional pages if necessary. Just about every shift someone has to stay over past time to finish paperwork because of a late call. We estimate about 10 hours a week.

This is calculated on 10 hours per week total. We try to cover with temps whenever possible. It is more cost effective.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Maintenance, Service, Lease Agreements and Contracts
Fiscal Year 2018**

Fund: 531
 Department Name: EMS
 Budget Unit: 3610

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2017	Number months in FY 2018	Total FY 2018 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Service contract	Collection Services of Athens	Continue	12	7,725	Collection of bad debt % of collections	52.1130	Bad debt collections
Service	Computer Engineer Systems Thomas Lanier	Continue	12	2,000	Upgrade Medicare and Medicaid billing software	52.3200	Communications
Maintenance	EMSAR	Continue	12	1,000	Maintenance and repair of stair chair and stretchers. Depends on repair	52.2210	Stretcher maintenance
Service Lease	Benton's Welding	Continue	12	5,800	Provides medical grade oxygen and cylinders. Depends on usage	52.2320	Lease of O2 tanks
Service Contract	Emergency Billing, LLC	New	12	160,000	EMS Billing for services % of collections	52.3850	Contract labor

Additional Details as needed:

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Hardware and Software Request
Fiscal Year 2018**

Fund: 531
Department Name: EMS
Budget Unit: 3610

Rank: 1 of 1

New or Replacement: Replacement

Useful Life: 3-5 years

Estimated Purchase Date: Aug-17

Cost of Hardware or Software: 24,899.00

Description and Location

7 Panasonic toughbook 20 laptop computers. CF-20C5-00VM Includes mounting hardware.

Justification:

These computers are going to replace the current surface pro tablets that we are using to do patient care reports. These are more rugged and have a built in keyboard. They also have a better warranty as far as dropping or damaging the computer. Several of the earlier model surface pro are no longer supported or repairable. The surface pro's are not rugged enough.

Hardware and Software Request Fiscal Year 2018

		Check One				
This hardware/software benefit, either directly or indirectly?		Entire Community	<input checked="" type="checkbox"/>	A target limited group	<input checked="" type="checkbox"/>	Government Departments
Does this require additional training? If so, what is estimated cost?			<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Does it support or encourage current business and industry? If so, how?	It is a vital part of our patient care reporting and being able to maximize our revenues.		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is this request a result of a regulation? Explain	legal mandate by Federal or State law or It is a requirement by the state that we use electronic reporting.		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Funding Source (check those that apply):						
<input type="checkbox"/>	General Fund					
<input type="checkbox"/>	Grant					
<input type="checkbox"/>	SPLOST					
<input type="checkbox"/>	Impact Fees					
<input type="checkbox"/>	Enterprise Fund					
<input type="checkbox"/>	Special Revenue Fund					
<input type="checkbox"/>	Other - Explain					
		Finance Use Only:			Date	
		Initiale Request Received			_____	
		Initial Request Entered			_____	
		Budget Request Presented			_____	
		Recommended Budget Entered			_____	
		Review by Finance			_____	

**Small Equipment Request
Fiscal Year 2018**

Fund: 531
 Department Name: EMS
 Budget Unit: 3610

Specify small equipment requests. Add additional rows as needed.

Rank	N or R *	Small Equipment Requested	Description	Quantity	Cost per Item	Total Cost	
1	N	Child restraint	Restrain children to stretcher	5	\$579.00	\$2,895.00	
2	N	AVLS system	Creates wifi for onboard electronic devices	2	\$2,400.00	\$4,800.00	
3	R	Clipboards	Hold paperwork	10	\$40.00	\$400.00	
4	N	Reference guides	Protocols and guidelines	10	\$25.00	\$250.00	
5	R	Burn kits	Treating burn patients (MCI trailer)	20	\$116.00	\$2,320.00	
6	R	Burn dressings	For trauma kits	60	\$16.00	\$960.00	
7	R	LSB	Immobilizes trauma patients	10	\$80.00	\$800.00	
8	N	paramedic box	Holds medicines	9	\$62.00	\$558.00	
9	R	Suction battery	Portable suction	5	\$126.00	\$630.00	
10	R	Large regulator	Oxygen tank valve	5	\$95.00	\$475.00	
11	R	Small regulator	Oxygen tank valve	5	\$115.00	\$575.00	
12	R	Jump bags	Holds medical supplies	10	\$75.00	\$750.00	
13	N	Triage tags	For use in MCI	200	\$1.00	\$200.00	
14	N	Electronic cuffs	B/P and ETCO2 monitoring	20	\$34.00	\$687.00	
15	N	ETCO2 sensors	Measure patient CO2	3	\$276.00	\$828.00	
16	N	Cable and data card	Program monitors	1	\$327.00	\$327.00	
17	N	AED	Automatic defibrillator	2	\$1,400.00	\$2,800.00	
18	N	Combat tourniquets	Control severe bleeding	10	\$30.00	\$300.00	
19	N	Fiber optic kit	Intubation kit	2	\$1,991.00	\$3,982.00	
20	N	Siren	Spare for ambulance	1	\$250.00	\$250.00	
21	N	Large O2 lift	Lift large tanks onto EMS unit	1	\$2,000.00	\$2,000.00	
22	N	Supplies for disaster	Replace expired supplies	1	\$2,413.00	\$2,413.00	
23	R	Clipboards	Hold paperwork	10	\$40.00	\$400.00	
24	N	Generator for lights	Disaster trailer lights	2	\$400.00	\$400.00	
		Total Cost of Small Equipment Request					\$30,000.00

* New or Replacement

**Small Equipment Request
Fiscal Year 2018**

Funding Source (check those that apply):

<input type="checkbox"/>	General Fund
<input type="checkbox"/>	Grant
<input type="checkbox"/>	SPLOST
<input type="checkbox"/>	Impact Fees
<input type="checkbox"/>	Enterprise Fund
<input type="checkbox"/>	Special Revenue Fund
<input type="checkbox"/>	Other

Finance Use Only:	Date
Initiale Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Capital Vehicle Request
Fiscal Year 2018**

Fund: 531
 Department Name: EMS
 Budget Unit: 3610

Specify Vehicle requests. Add additional rows as needed.

Rank	N or R *	Capital Equipment Requested	Description	Quantity	Cost per Item	Total Cost
1	R	Ambulance	2017 3500 HD Chevrolet Ambulance	1	140,000	140,000
2						
3						
4						
5						
6						
7						
8						
Total Cost of Capital Equipment Request						

* New or Replacement

Project Justification:

This ambulance will replace a older higher mileage unit already in service. The cost will be reimbursed by the Health care foundation.

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Capital Equipment Request
Fiscal Year 2018**

Fund: 531
 Department Name: EMS
 Budget Unit: 3610

Specify Capital Equipment requests. Add additional rows as needed.

Rank	N or R *	Capital Equipment Requested	Description	Quantity	Cost per Item	Total Cost
1	R	Ambulance	2017 Chev 3500 HD Ambulance	1	140,000	140,000
2						
3						
4						
5						
6						
7						
8						
Total Cost of Capital Equipment Request						

* New or Replacement

Project Justification:

This ambulance will replace a older higher mileage unit already in service. The cost will be reimbursed by the Health care foundation.

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

February 24, 2017

We continue to focus on three main performance parameters. They are patient satisfaction, adherence to protocols and billing operations. These are 3 things that directly affect our operations and reimbursement.

Patient satisfaction: When a patient calls the office concerning a bill, wanting information or to complain, the patients are questioned about the care they received and how they were treated. Patients are usually very honest in their responses. When we have negative comments or complaints that the front office cannot resolve, I am notified. I follow up with the patient or family member by phone and try to get the matter resolved. With supervisors on duty they deal with complaints in a timelier manner. Having supervisors available and able to handle complaints immediately has reduced the need for me to get directly involved. Occasionally I will meet with the person face to face if needed. The majority of our patients are happy with the care they receive. When patients send thank you notes and compliment the crews we post those for the employees to see. We try our best to help patients get Medicare and insurance issues resolved and are successful the majority of the time. We recognize deserving employees at our county commission meetings.

Adherence to Protocols: Charts are now being reviewed by our training officer and our supervisors to make sure protocols are being followed. All charts involved in patient complaints are reviewed. If there is an issue it is discussed with the crew. If needed our Medical Director will get involved and recommend corrective action if necessary. Protocols are available to all personnel. The QA committee consist of the supervisors, Director and personnel as appointed who review the charts. We offer different training classes to assist our medics in staying current on the latest treatment protocols. As part of our continued goal for excellence we are developing a credentials program for our medics. They will have to prove competency in their skills for their level of certification.

Billing operations: We contracted in December of 2014 with Emergency Billing of Commerce to do our EMS billing. We have seen a significant increase in revenue over the past 12 months. They offer training on a regular basis to help keep us compliant with all regulations. They send me a comprehensive report each month so that I may track how they are doing. We had set a goal last year of billing out calls within 48 hours. We were not able to accomplish that in house. Emergency billing has helped us to accomplish that is the short time they have been billing for us. This has been a good move. I am pleased with their performance. They are also very helpful in assisting patients with insurance, Medicare and Medicaid issues.

Ronnie Almand, EMS Director