



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 1
Yulee, Florida 32097

Daniel B. Leeper
Stephen W. Kelley
Pat Edwards
George V. Spicer
Justin M. Taylor

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

SHANEA D. JONES
County Manager

MEMORANDUM

TO: Shanea Jones, County Manager
Justin Stankiewicz, Director, Office of Management & Budget/Asst. County Manager

FROM: Margie Drawdy, Billing Supervisor

SUBJECT: Rescue Billing Write-Offs

DATE: October 19, 2017

I am attaching the Rescue Billing Accounts receivables that have been written off in fiscal year 2016/2017.

Bad Debt Write-Off: There is no current financial impact to the County as the bad debt was expensed in prior years. The write-off allows us to remove the uncollectible accounts from the rescue billing receivables list. However, these uncollectible accounts remain active with Contract Callers (collection agency), which continues to pursue collection efforts for the benefit of the County.

Bankruptcy: Discharge of Debtor Order has been received from Bankruptcy Court which prohibits creditors from taking any form of collection action on discharged debts.

Deceased: Decedent has no assets; proof of death received.

Small Balance: Account with balance of \$5 or less.

Attached is a copy of Resolution No. 2012-89, effective July 1, 2012 for your review

(904) 530-6010 or (866)-474-1446

An Affirmative Action / Equal Opportunity Employer

October 1, 2016-September 20, 2017

FY 2106-2017

BOARD APPROVED WRITE OFFS

<u>ID</u>	<u>Description</u>	<u>Amount</u>
24	W/O BAD DEBT	692787.15
27	W/O SMALL BALANCE	7.81
28	W/O DECEASED (received payments after w/o accts adjusted)	-976.30
190	W/O-CREDIT BAL LESS THAN \$5	-10.27

Totals		691808.39

EXHIBIT A
NASSAU COUNTY, FLORIDA
EMERGENCY AND NON-EMERGENCY RESCUE SERVICE FEES
COLLECTION POLICIES-EFFECTIVE JULY 1, 2012

Past Due Accounts:

Overdue accounts are sent to a collection agency after every attempt is made by the Billing department to collect the outstanding debt. After the accounts have been in collection for over 180 days, a request will be made to the County Manager to remove these past due accounts from active accounts receivable.

Balances of \$5 or less:

All accounts with a balance of \$5 or less will be written off. No refunds will be made for accounts with a credit balance of \$5 or less.

Deceased/Probate Estate Cases:

Should a decedent have an unpaid balance for ambulance services, the following shall occur:

1. The decedent's Personal Representative will notify the Nassau County Board of County Commissioners Billing Department that a probate estate has been filed with the Probate Court.
2. The Billing Department shall ensure that a Notice of a Claim is filed with the Probate Court.
3. In the event that a decedent has no assets, with proof of death, the County Manager may waive the outstanding debt.

Bankruptcy Cases:

1. Upon receipt of an Automatic Stay Order from the Bankruptcy Court that an individual has filed bankruptcy, the account will be placed on hold and a proof of claim will be filed with the Bankruptcy Court.
2. The Billing Department will cease attempts to collect on the debt.
3. Collection attempts will resume if a Dismissal Order or Relief from Stay Order is received from the Bankruptcy Court.
4. Upon receipt of a Discharge of Debtor Order, the outstanding debt will be forwarded to the County Manager for write off approval. A Discharge of Debtor Order prohibits the creditors from taking any form of collection action on discharged debts.

Guidelines for Adjustments:

Contractual adjustments will be made in accordance with applicable rules and regulations for the following insurance agencies:

1. Medicare (including Hospice Benefits)
2. Medicaid (Florida and Georgia)
3. Victims' Compensation
4. Worker's Compensation
5. Veteran's Administrations
6. HMO/REFORMS (including Medicare and Medicaid)
7. Champus/Tricare
8. Railroad Retirement Adjustments

Hardship/Indigent Cases:

1. No adjustment of debts will be made for hardship or indigent cases.
2. Payment plans may be established and will not accrue interest or be placed into collection.
3. If a customer has a payment plan and does not make the agreed scheduled payments, the account will be turned over to the collection agency.

Approval of Write Offs:

The County Manager shall have the authority to approve all write offs. A report will be provided quarterly to the Board of County Commissioners of County Manager approved write offs.