

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

OG 16-016

PURPOSE

The purpose of this policy is to establish the guidelines to follow in reimbursing the costs of pharmaceuticals and EMS Supplies to the Jefferson County Emergency Service Agency (JCESA) who is providing pharmaceuticals, funded by the operating budget of the JCESA, to the Volunteer Departments of Jefferson County, WV. Additionally, the JCESA does not operate an EMS transport unit generating revenue; therefore this policy is to establish a general practice of reasonable reimbursement to the JCESA who, acting in the capacity of a first response vehicle, is utilizing certain necessary EMS equipment and supplies.

STRATEGIES

Pharmaceutical Cache:

The JCESA will continuously and properly maintain and store those pharmaceuticals required by the West Virginia Office of Emergency Medical Services (WVOEMS), and will designate a Point of Contact (POC) to oversee the storage, maintenance and rotation of the Volunteer Departments pharmaceutical cache. Additionally, the JCESA will rotate the pharmaceuticals in the Volunteer Departments cache to prevent expiration of the cache medications, and will provide consistent accessibility to the medications for Volunteer Departments staff in the event that an immediate rotation of pharmaceuticals is required (i.e. replacing those medications used on a call).

General EMS Equipment and Supplies:

The Volunteer Departments will maintain their own independent cache of EMS Supplies, at the sole cost of the Volunteer Departments. The JCESA will maintain only a basic cache of EMS Supplies, limiting the cache to only those items required by WVOEMS standards. In the event a supply is used in the treatment of a patient the JCESA has the authority to re-stock the “chase car” directly from the Volunteer Department ambulance (or other EMS vehicle) on scene, at the discretion of the staff of that Volunteer Department unit.

Personal Protective Equipment (PPE):

The JCESA and Volunteer Departments will be solely and independently responsible for the costs associated with providing their employees the proper and necessary PPE, including but not limited to, fire gear, extrication gear, helmets, boots, etc. (excluding Body Substance Isolation (BSI) equipment). The Volunteer Departments will not be expected to share the costs associated with the JCESA purchases of PPE, but will be billed accordingly for the purchase of BSI equipment.

Major EMS Equipment (e.g. Lifepack, Suctions, Lucas, etc.):

The JCESA and Volunteer Departments will be solely and independently responsible for the costs associated with providing the appropriate Major EMS Equipment, including, but not limited to: Lifepacks, AEDs, Suction Units, Lucas CPR devices, CPAP devices, Cots, Reeves Sleeves, Splints, etc.. In the event an item is not specifically listed in this section, for the purpose of this policy, a Major EMS Equipment is defined as any single item over the price of \$150. The Volunteer Departments will not be expected to pay the costs associated with the JCESA purchases of Major EMS Equipment – those listed in this section, or those exceeding \$150.

COST SHARING

The JCESA will invoice the Volunteer Departments on a quarterly schedule for Pharmaceuticals and EMS Equipment/Supplies used in the provision of EMS services utilizing the following algorithm:

- Total Costs of Pharmaceuticals and Equipment divided by the Patient Contact percentage of individual department:
 - For the purpose of Patient Contacts, the JCESA will utilize ePCRs completed utilizing the following “disposition”:
 - Treatment, Transport (Lights and Sirens)
 - Treatment, Transport (No Lights and Sirens)
 - Treatment, No Transport

To determine the percentage of each individual Volunteer Department, the JCESA will take the total number of ePCRs completed in the defined disposition(s), and represent that number by a ratio (disposition total to call total). Divide the numerator by the denominator, and multiply by 100.

- For example, to determine the percentage, given that Company X completed 45 Transports out of the total 1200 in 3 months, the ratio is 45 out of 1200. The corresponding percentage is found by dividing 45 by 1200, which is 0.037, then multiplying 0.037 by 100 to get 3.75 percent. Therefore, Company X is responsible for 3.75% of the pharmaceutical costs of the quarter.

The Volunteer Departments reserve the right to inspect the JCESA supplies and/or pharmaceuticals at any time, and audit the supply invoices and/or pharmaceutical invoices with a minimum of 24 hour notice to the JCESA.