



INTERNAL BILLING PROCESS

STEP 1

The fire department is dispatched to and arrives at one of the proposed categories of services eligible for billing.

STEP 2

Fire personnel obtain a copy of/or information on each party's driver's license and insurance.

STEP 3

The fire officer in charge of the fire engine will enter the driver's license and insurance information in their narrative, along with what they did on the scene. This narrative is part of the fire response report, which includes all response times, incident location, date, personnel, and apparatus involved.

STEP 4

The report will then be reviewed by the Deputy Fire Chief of Fire Administration to ensure all necessary information has been included in the narrative. If not, the Deputy Chief will send it back to the officer to complete it correctly or will contact dispatch to get the necessary information if the report has been completed correctly.

STEP 5

The Deputy Chief will check to see if the affected parties reside in a surrounding community with which we have an automatic/mutual aid agreement. If so, the insurance company will only be billed, and no balance billing will occur.

STEP 6

The Deputy Chief will check if the affected parties reside in League City. If so, the insurance company will only be billed, and no balance billing will occur.

STEP 7

The Deputy Chief will enter the category to be billed along with the level based on the incident type, how long units were on scene, and the total billing amount.

STEP 8

The bill will be reviewed for any additional charges

STEP 9

The Deputy Chief will enter if the bill shall be balanced billed or not.

STEP 10

The fire report is then sent to EmergiFire for billing.