

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** Handling of Payments Received by OCEMS Employees  
**Policy:** 126.00  
**Purpose:** To provide a process for receiving and handling any funds received for delivery of service

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**Policy:**

Any time an OCEMS crew member receives payment for a pre-arranged transfer, special event coverage, or other fee for service; the payment along with accompanying paperwork must be given to the Shift Commander as soon as possible following completion of the call/event. The Shift Commander will in turn forward the paperwork and payment to EMS billing for final processing.

**Accountability and Compliance:**

1. All special event paper work will be reviewed by the on duty Shift Commander. Shift Commander will ensure all paperwork is filled out properly and submit to EMS billing the day of event, or at latest (night events) passed onto the following shift's Commander

Policy #: 126.00  
CAAS: 104.01.01  
Author: Bailey  
Reviewed: Leadership  
Approved: Leadership  
Status: Active  
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