

**DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES
#SP-053-PHS-EMS**

**CLARIFICATION OF REQUIREMENTS FOR AN INVOICE PREPARED FOR
A THIRD-PARTY PAYOR UNDER 9 A.A.C. 25, ARTICLE 11**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under Arizona Revised Statutes Section 41-1033 for a review of the statement.

The purpose of this substantive policy statement is to clarify the requirements established under Arizona Administrative Code (A.A.C.) R9-25-1110 for an invoice of rates and charges prepared by a ground ambulance service for a third-party payor.

A.A.C. R9-25-1110(A)(4) requires that an invoice of rates and charges prepared by the certificate holder of a ground ambulance service for a patient transport include an itemized list of the rates and charges assessed. Under A.A.C. R9-25-1110(D), however, a certificate holder may combine rates and charges into one item on an invoice if required by a third-party payor.

Therefore, the itemized list of the rates and charges required under A.A.C. R9-25-1110(A)(4) may be modified:

1. If the invoice is being prepared for submission directly to a third-party payor; and
 2. Unless otherwise prohibited by law, if the third-party payor requires invoices to be submitted in a format different than itemized rates and charges. The alternative format may be comprised of:
 - a. A combination of all or some of the rates,
 - b. A combination of all or some of the charges, or
 - c. A combination of all or some of the rates and a combination of all or some of the charges.
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*Effective February 1, 2015
Last Reviewed/Revised January 2015
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