

**LEON COUNTY E.M.S.**  
Standard Operating Guideline

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Title:            Communications – Prearranged Transports (Payment)  
Effective:        June 6, 2005  
Reviewed:        September 2008, December 2012  
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I. Policy:

Pre-arranged transports shall be paid for prior to the transport, if at all possible. If pre-payment is not possible, payment arrangements must be made and responsibility must be in writing from the guarantor prior to completing the transports.

Transports that constitute an emergency are exempt from this policy.

II. Procedure:

Arrangements should be made at the time a transport is requested for payment to be made. The payee's may pay by corporate check (no personal checks), credit card, or money order. The System Status Controller (SSC) should utilize the credit card machine in dispatch to receive the payment.

The Confirmation number of all credit card payments should be logged in the CAD with the call under a billing note. The SSC should also complete a pre-arranged transport confirmation form and forward it, along with the original receipts printed from the credit card machine, to HQ for processing.