West County Fire & Rescue

Batch Control Log

Date : _____

No.	Date of Service	Patient Name	Level of Service	Miles @ $10/mile	Total Charge
1	02/15/03	John Williams	BLS	5	375.00
2	02/17/03	Randy Jones	ALS 1	3	465.00
3	02/17/03	Mary Carpenter	ALS 1	10	575.00
4	02/18/03	Shelley Green	ALS 2	2	545.00
5	02/20/03	Jeff Blowers	BLS	8	410.00
6	02/20/03	Sandy Anderson	BLS	5	375.00
7	02/21/03	Jim Pager	BLS	6	420.00
8	02/22/03	Jack Sutton	ALS 2	4	575.00
9	02/23/03	Robert White	ALS 2	3	555.00
10	02/23/03	Roberta Johnson	ALS 1	15	625.00
11	02/23/03	Becky Ingals	BLS	2	385.00
12	02/24/03	Jennifer Pearls	ALS 1	4	490.00
13	02/24/03	William Holden	BLS	7	395.00
14	02/26/03	Bradley Scott	BLS	9	415.00
15	02/28/03	Gary Gardener	BLS	3	370.00
16	02/28/03	Sue Phillips	ALS 1	5	500.00
			Batch	Total	7475.00

We request that a Batch Control Log be sent with each batch of charges. The six columns illustrated above are the required columns. You may additionally wish to have other columns on the report that are used internally at the Fire Department, such as Incident Number, or a column to indicate whether a patient is eligible for EMS Levy Funds. Often this type of report is available from an existing in-house reporting system.

The Batch Control Log is a critical element in the audit trail, both in your office and ours. You can use it to verify that everything you send to us actually gets billed out. We use it to verify that the entries we make balance to the information you submit. If there is a discrepancy, we locate the problem immediately, not several months down the road.