

Draft 1

Subscription Program Report - Texas EMS Provider License *Please Print or Type*

GENERAL INFORMATION

Provider Name:		Date:	
License #:	EMS Administrator Name:	Phone #:	

This form is used to request permission to operate a subscription program or report on an existing program. An EMS Provider must have written authorization from the Department before soliciting, advertising, or collecting subscription or membership fees. Once approved, an EMS Providers may sell subscriptions in their service area as identified on their EMS Provider License Application.

Initial request for permission Report on existing program

Enclose authorization(s) from local or county government allowing the sell of subscriptions or memberships.

Enrollment Period Start Date: _____ Enrollment Period End Date: _____

Number of Members: _____ Membership Rate: _____ Annual Contract Date: _____

Total Amount Collected: _____

Enclose a copy of the contract or instrument used to enroll members and explain benefits.

Enclose a copy of all advertisements used to promote the subscription program.

Enclose a membership list with the following information – Full Name, Address, Date of Enrollment, and Amount Paid.

Evidence of financial responsibility:

Government Entity Self-Insurance - *enclose guarantee document.*

Surety Bond – *bond must be on official Department EMS Subscription Bond Form.*

Bond Amount: _____

Bond Company:

Agent Name and Phone:

Have agent submit bond to:

Department of State Health Services
Attention: EMS Compliance Group – EMS Subscription Bond
1100 W. 49th Street
Austin, Texas 78756-3199

General Overview:

Subscriptions programs fund EMS services in lieu of taxes or other subsidies where no EMS would be available without funding support. A subscription EMS service is one in which residents of a service area may purchase “memberships” offered by the provider in which members are not charged any out-of-pocket fees for emergency ambulance use during the subscription period.

Subscription program approval is a separate process in addition to the EMS Provider License process. Do not solicit, advertise or collect any subscription or membership fees without specific approval.

Instructions:

This form is used to request permission to operate a subscription program or make a report on an existing program.

Complete all sections of the report please print or type. Insure all appropriate sections are completed and required attachments are included. A report without required attachments is incomplete.

An new unlicensed firm writes NEW in EMS License # blank.

An EMS Provider must have permission from local and county governments before soliciting, advertising or collecting subscription or membership fees

An EMS Provider must have written authorization from the department before soliciting, advertising or collecting subscription or membership fees.

An EMS Provider can only sell subscriptions in their service area as identified on their EMS Provider License Application.

Find the EMS Bond form at: <http://www.tdh.state.tx.us/hcqs/ems/surety.pdf> Bond must have original signatures. Bond must be equal to the amount to be collected.

Submit all copies of advertisements used to promote the program.

Enclose a membership list with the following information – Full Name, Address, Date of Enrollment, and Amount Paid.

Submit evidence of financial responsibility.