



# City of Grand Island

Tuesday, November 24, 2009

Council Session

## Item G11

**#2009-304 - Approving Medicare Enrollment Revalidation and  
Appointing an Authorized Official and a Designated Official**

Staff Contact: Mary Lou Brown

# Council Agenda Memo

**From:** Mary Lou Brown, Finance Director

**Meeting:** November 24, 2009

**Subject:** Authorization of Signer and Delegated Official for Medicare Program

**Item #'s:** G-11

**Presenter(s):** Mary Lou Brown, Finance Director

## Background

The City of Grand Island, through its ambulance billing function, bills Medicare and is required to periodically revalidate its enrollment in the Medicare program. The application for revalidation is currently due to be completed by December 12, 2009.

## Discussion

Council is being asked to make several authorizations related to the revalidation process. These authorizations are as follows:

- Authorize the revalidation of the City's enrollment in the Medicare program
- Authorize Mary Lou Brown, Finance Director, as the Authorized Official
- Authorize Karen Schneider, Accounting Clerk, as the Delegated Official
- Authorize Mary Lou Brown to sign any documents necessary for the revalidation process, in particular, a Letter of Financial Responsibility that indicates that if there are any monies owed to Medicare from Ambulance Service, that the City will be responsible
- Authorize Karen Schneider to execute those forms related to the Medicare program that would typically be given to a delegate to sign.

## Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Postpone the issue to a future date
3. Take no action on the issue

### **Recommendation**

City Administration recommends that the Council approve the authorizations as follows:

- Authorize the revalidation of the City's enrollment in the Medicare program
- Authorize Mary Lou Brown, Finance Director, as the Authorized Official
- Authorize Karen Schneider, Accounting Clerk, as the Delegated Official
- Authorize Mary Lou Brown to sign any documents necessary for the revalidation process, including, but not limited to, a Letter of Financial Responsibility that indicates that if there are any monies owed to Medicare from Ambulance Service, that the City will be responsible
- Authorize Karen Schneider to execute those forms related to the Medicare program that would typically be given to a delegate to sign.

### **Sample Motion**

Move to authorize the revalidation of the City's enrollment in the Medicare program, authorize Mary Lou Brown as the Authorized Official, authorize Karen Schneider as the Delegated Official, authorize Mary Lou Brown to sign documents related to the revalidation process and authorize Karen Schneider as the delegate to sign documents.

RESOLUTION 2009-304

WHEREAS, Medicare requires the periodic revalidation of the City of Grand Island's enrollment in the Medicare program through the completion of a CMS-855B; and

WHEREAS, the revalidation is due to Medicare on December 12, 2009

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that

1. The City of Grand Island shall revalidate its enrollment in the Medicare program.
2. The Finance Director, Mary Lou Brown, is named as the Authorized Official.
3. The Accounting Clerk, Karen Schneider, is named as the Delegated Official.
4. Mary Lou Brown is authorized to sign those documents necessary for the revalidation process, including, but not limited to, a Letter of Financial Responsibility that indicates that if there are any monies owed to Medicare from Ambulance Service, that the City will be responsible.
5. Karen Schneider is authorized to execute those forms related to the Medicare program that would typically be given to a delegate to sign.

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Adopted by the City Council of the City of Grand Island, Nebraska, November 24, 2009.

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Margaret Hornady, Mayor

Attest:

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RaNae Edwards, City Clerk

Approved as to Form    ☐ \_\_\_\_\_  
November 19, 2009    ☐ City Attorney