

Arrowhead EMS Association
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MEMO

DATE: July 1, 2016
TO: Pre-Hospital Provider
FROM: Adam Shadiow, Executive Director
RE: Reimbursement Opportunity

Regional EMS funds are available for Pre-Hospital Providers in the Arrowhead region (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis Counties). Reimbursements are available for Pre-Hospital Providers Outreach Educational Sessions (managers' trainings and others as requested) that have been completed and paid for within the timeframe of **July 1, 2016 to May 31, 2017**. Available funds will be distributed on a **first come, first serve basis**.

*****Requests for reimbursement must be submitted by June 30, 2017.*****

REIMBURSEMENT DOCUMENTATION REQUIREMENTS AND GUIDELINES

Pre-Hospital Providers Outreach Educational Sessions (\$200 per agency)

- A copy of invoice for registration and/or lodging (**conducted within July 1, 2016 to May 31, 2017**)
- Total miles traveled
- A copy of **proof of payment** (vendor proof of payment, cancelled check)
- Training may be for pre-hospital provider managers' trainings and others as requested
- Completed feedback survey

Please feel free to contact me at 218-726-0070 or email me at adam.shadiow@arrowheadems.com.