

Memo

Date: 08/20/2025
To: Minnesota Ground Ambulance Services
From: Dylan Ferguson, OEMS Director

RE: Financial Data Collection

[Minnesota Law 62J.49](#) requires the Office of Emergency Medical Services (OEMS) to maintain a financial data collection system for ambulance services licensed in Minnesota.

We have made some adjustments to our data collection tool since the 2023 reporting cycle, but we have continued efforts to make the tool as easy to use as possible, while still collecting all the items required by law.

1. Pursuant to Minnesota law, the data submitted is considered nonpublic under the Minnesota Government Data Practices Act. This means that identifiable data CANNOT be shared publicly.
2. This year's survey will be completed in Formstack. This will allow you to save and come back to the survey later if you aren't able to complete it in one sitting.
3. Instructions and definitions needed are included throughout the survey and are red in color. Please read them carefully.
4. Please DO NOT report any Emergency Ambulance Aid Money received in 2024 anywhere in this survey as revenue or income. If you have spent funding in the fiscal year being reported, you will report those expenses. A separate reporting form will be sent to your service at a later date for a full accounting of these funds.
5. Ensure that only one person submits a cost report for the organization.

The link to access the survey is: https://stateofmn.formstack.com/forms/ambulance_cost_collection

All ground ambulances services are asked to complete the Cost Collection Survey by **November 21, 2025**.

If you have questions, please contact either your assigned EMS Specialist or Dylan Ferguson by email at dylan.ferguson@state.mn.us.

Information that you will need to complete the survey:

- Service License Number(s)
- Start and end dates for your last completed fiscal year
- Organizational structure (non-profit/for profit/governmental)
- Staffing (Volunteer/Combination/Paid)

- Estimated number of volunteer hours – This does not include hours when your service area is being covered by another service under a staffing agreement.
- How much your service charges for different levels of care (BLS vs ALS etc.)
- How much in dollars you billed to each of the following types of insurance for the last completed fiscal year:
 - Medicare
 - Medicaid
 - Private
 - Self-Pay
- How much, in dollars, you received from each type of insurance for the last completed fiscal year:
 - Medicare
 - Medicaid
 - Private
 - Self-Pay
- How much, in dollars, did the ambulance service receive in other types of revenue for the last completed fiscal year. This includes:
 - Grants (including education reimbursement money from the OEMS)
 - Government subsidies (any payments from a unit of government not reported under Grants)
 - Per capita fees
 - Revenue received (i.e. Donation/Fundraisers)
 - Standby service fees
 - Tax revenue (if a governmental service)
 - Other revenue not included in the above categories
- How much, in dollars, did the ambulance service spend in capital expenses for the last completed fiscal year.
- The estimated amount of capital expenses for the ambulance service's **CURRENT** fiscal year.
- The amount of operational expenses by category for the last completed fiscal year:
 - Personnel (Salary/Benefits)
 - Supplies and Equipment
 - Vehicle fuel & Maintenance
 - Travel
 - Education
 - Fundraising expenses (i.e. money to host a pancake feed, etc.)
 - Other expenses not accounted for in the above categories.
- In some cases, if your service provides multiple service lines (for example fire and ambulance) and you are unable to separate the ambulance costs from other service lines with exact expenses please contact Director Ferguson at dylan.ferguson@state.mn.us.
- The total number of ambulance responses for the last completed fiscal year
- The total number of ambulance transports for the last completed fiscal year
- Average number of daily staffed ambulances
- Optional Supporting Documents (if applicable to your service)
 - IRS Form 990
 - Federal Tax Return
 - Financial Statements (i.e. City Audit report)