

**Billing Instructions for Clinicians Treating**  
**Menlo Park Fire District Employees**

1. **Employee**: please give these instructions to the clinician you have chosen for treatment.
2. **Clinician**: go to the following link and fill out the Clinician Registration Form:  
<https://www.menlofire.gov/forms-and-requests> The collected information will be used for billing and to establish a verified list of clinicians for employees seeking care. The Menlo Park Fire Protection District (District) Wellness Program Coordinator or Program Manager will contact you regarding becoming a verified vendor for the Fire District. To be an accepted clinician, you must be a licensed health care professional that specializes in mental health or psychological counseling/ therapy. This may include:
  - Psychiatrist a medical doctor (an M.D. or D.O.) who specializes in mental health, including substance use disorders.
  - Psychologists holding a doctoral degree in clinical psychology or another specialty such as counseling or education and licensed by the State of California.
  - Counselors, Clinicians, and Therapists holding a master's degree (M.S. or M.A.) in a mental health-related field such as psychology, counseling psychology, marriage or family therapy, among others. They must also have a license of certification from the State of California that may include Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Alcohol & Drug Abuse Counselor (LCADAC), etc.

**And** you must agree to our Conflict of Interest Policy:

Conflicts of Interest. No director, officer, employee, or agent of the District may participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the director, officer, employee, or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a District procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (Section 81000 et seq. of the California Government Code) and in Sections 1090 et seq. of the California Government Code.

3. Once accepted as a vendor, please assign any District employee a client number unaffiliated with their name. An employee that has already been seen by another clinician will already have a number and should continue using that same number. The name of the employee who is seeking care should remain confidential and not used in any communication with the District.
4. The District will contribute up to \$250 towards 25 counseling sessions per calendar year. Any accepted insurance should be used before billing the District. The employee will be responsible for any costs over \$250 per session, any sessions over the allotted 25 per year, missed appointment fees, medications, materials, etc.
5. Please email or mail the invoice referencing the employee's client number to:  
Melanie Starz- [mstarz@menlofire.org](mailto:mstarz@menlofire.org)  
and  
Jason Martin- [jasonm@menlofire.org](mailto:jasonm@menlofire.org)

OR

Jason Martin, Battalion Chief - Manager  
Menlo Park Fire Protection District  
170 Middlefield Road  
Menlo Park, CA 94025  
650-688-8400

or

Melanie Starz, EMS Manager - Coordinator  
Menlo Park Fire Protection District  
170 Middlefield Road  
Menlo Park, CA 94025  
650-688-8400

**\*Please DO NOT include the client's name or other identifying information on the invoice.**

Any questions? Please keep the employee's name confidential and contact Melanie Starz [mstarz@menlofire.org](mailto:mstarz@menlofire.org) or of Battalion Chief Jason Martin [jasonm@menlofire.org](mailto:jasonm@menlofire.org).