

Charity Care/Financial Assistance Application Form Instructions

This is an application for financial assistance (also known as charity care) at Jefferson Healthcare.

Washington State requires all hospitals to provide financial assistance to people and families who meet certain income requirements. You may qualify for free care or reduced-price care based on your family size and income, even if you have health insurance. Financial Assistance options may include:

- **Patient Access Link (PAL):** Jefferson Healthcare's Financial Assistance, which includes an opportunity to apply for financial assistance or the sliding fee scale as regulated by Washington State law
- **Prompt Pay Discount:** A 25% paid-in-full discount applies to balances paid within thirty (30) days of a statement being mailed. This is only eligible for self-pay or uninsured balances
- **Payment Plan Arrangements:** After consultation with a Financial Counselor, patients may request or be offered an option to split their payments into monthly payments if they are unable to pay the full balance during the initial billing cycle.
- **Other Funding Sources:** If patients are eligible for other no-cost funding sources (Medicaid/DSHS), they must apply for those services and receive a determination prior to being considered for the Financial Assistance program.

What does financial assistance cover? The hospital financial assistance covers appropriate hospital-based services provided by Jefferson Healthcare, depending upon your eligibility. Financial assistance may not cover all health care costs, including services provided by other organizations and co-payments.

If you have questions or need help completing this application: The Financial Services office is located on the main floor of the hospital at 834 Sheridan St Port Townsend, WA 98368. You can also reach the office by phone at (360)385-2271, 8am-5pm Monday-Friday. Office hours for walk-ins are 9am-5pm Monday-Friday. You may obtain help for any reason, including disability and language assistance.

In order for your application to be processed, you must:

- Provide us information about your family**
Fill in the number of family members in your household (family includes people related by birth, marriage, or adoption who live together)
- Provide us information about your family's gross monthly income (income before taxes and deductions)**
- Provide documentation for family income and declare assets**
- Attach additional information if needed**
- Sign and date the form**

Note: You do not have to provide a Social Security number to apply for financial assistance. If you provide us with your Social Security number, it will help speed up processing of your application. Social Security numbers are used to verify information provided to us. If you do not have a Social Security number, please mark "not applicable" or "NA."

Mail or fax completed application with all documentation to: Jefferson Healthcare- 834 Sheridan St Port Townsend, WA 98368. The application and all supporting documents may be faxed to (360) 379-4381. Be sure to keep a copy for yourself.



834 Sheridan St Port Townsend, WA 98368

To submit your completed application in person: The Financial Services Office is located on the main floor of the hospital at 834 Sheridan St Port Townsend, WA 98368. Upon arriving at the main entrance (off Sheridan and 7th), a concierge at the Entrance will be happy to direct you to the office.

We will notify you of the final determination of eligibility and appeal rights, if applicable, within 14 calendar days of receiving a complete financial assistance application, including documentation of income.

By submitting a financial assistance application, you give your consent for us to make necessary inquiries to confirm financial obligations and information.

Financial Counseling Team

(360) 385-2271

Phone Hours 8am-5pm Monday-Friday

Office Hours 9am-5pm Monday-Friday

**We want to help. Please submit your application promptly!
You may receive bills until we receive your information.**



Charity Care/Financial Assistance Application Form – confidential

Please fill out all information completely. If it does not apply, write "NA." Attach additional pages if needed.

SCREENING INFORMATION

| |
|---|
| Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, list preferred language:</i> |
| Has the patient applied for Medicaid? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>May be required to apply before being considered for financial assistance</i> |
| Does the patient receive state public services such as TANF, Basic Food, or WIC? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the patient currently homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the patient's medical care need related to a car accident or work injury? <input type="checkbox"/> Yes <input type="checkbox"/> No |

PLEASE NOTE

- We cannot guarantee that you will qualify for financial assistance, even if you apply.
- Once you send in your application, we may check all the information and may ask for additional information or proof of income.
- Within 14 calendar days after we receive your completed application and documentation, we will notify you if you qualify for assistance.

PATIENT AND APPLICANT INFORMATION

| | | |
|---|-------------------------|--|
| Patient first name | Patient middle name | Patient last name |
| <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (may specify _____) | Birth Date | Patient Social Security Number (optional*) <i>*optional, but needed for more generous assistance above state law requirements</i> |
| Person Responsible for Paying Bill | Relationship to Patient | Birth Date |
| | | Social Security Number (optional*) <i>*optional, but needed for more generous assistance above state law requirements</i> |
| Mailing Address _____ _____ | | Main contact number(s) () _____ () _____ |
| City | State | Zip Code |
| Employment status of person responsible for paying bill <input type="checkbox"/> Employed (date of hire: _____) <input type="checkbox"/> Unemployed (how long unemployed: _____) <input type="checkbox"/> Self-Employed <input type="checkbox"/> Student <input type="checkbox"/> Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Other (_____) | | |

FAMILY INFORMATION

List family members in your household, including you. "Family" includes people related by birth, marriage, or adoption who live together.

FAMILY SIZE _____

Attach additional page if needed

| Name | Date of Birth | Relationship to Patient | If 18 years old or older: Employer(s) name or source of income | If 18 years old or older: Total gross monthly income (before taxes): | Also applying for financial assistance? |
|------|---------------|-------------------------|---|---|---|
| | | | | | Yes / No |
| | | | | | Yes / No |
| | | | | | Yes / No |
| | | | | | Yes / No |

All adult family members' income must be disclosed. Sources of income include, for example:

- Wages - Unemployment - Self-employment - Worker's compensation - Disability - SSI - Child/spousal support
- Work study programs (students) - Pension - Retirement account distributions - Other (*please explain* _____)



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INCOME INFORMATION

REMEMBER: You must include proof of income with your application.

You must provide information on your family's income. Income verification is required to determine financial assistance. All family members 18 years old or older must disclose their income. If you cannot provide documentation, you may submit a written signed statement describing your income. Please provide proof for every identified source of income.

Examples of proof of income include:

- A "W-2" withholding statement; or
- Current pay stubs (3 months); or
- Last year's income tax return, including schedules if applicable; or
- Written, signed statements from employers or others; or
- Approval/denial of eligibility for Medicaid and/or state-funded medical assistance; or
- Approval/denial of eligibility for unemployment compensation.

If you have no proof of income or no income, please attach an additional page with an explanation.

EXPENSE INFORMATION

We use this information to get a more complete picture of your financial situation.

Monthly Household Expenses:

| | | | |
|---------------------|---|------------------|----------|
| Rent/mortgage | \$ _____ | Medical expenses | \$ _____ |
| Insurance Premiums | \$ _____ | Utilities | \$ _____ |
| Other Debt/Expenses | \$ _____ (child support, loans, medications, other) | | |

ASSET INFORMATION

This information may be used if your income is above 101% of the Federal Poverty Guidelines.

| | |
|--|---|
| Current checking account balance \$ _____ | Does your family have these other assets? Please check all that apply <input type="checkbox"/> Stocks <input type="checkbox"/> Bonds <input type="checkbox"/> 401K <input type="checkbox"/> Health Savings Account(s) <input type="checkbox"/> Trust(s) <input type="checkbox"/> Property (excluding primary residence) <input type="checkbox"/> Own a business |
| Current savings account balance \$ _____ | |

ADDITIONAL INFORMATION

Please attach an additional page if there is other information about your current financial situation that you would like us to know, such as a financial hardship, excessive medical expenses, seasonal or temporary income, or personal loss.

PATIENT AGREEMENT

I understand that Jefferson Healthcare may verify information by reviewing credit information and obtaining information from other sources to assist in determining eligibility for financial assistance or payment plans.

I affirm that the above information is true and correct to the best of my knowledge. I understand if the financial information I give is determined to be false, the result may be denial of financial assistance, and I may be responsible for and expected to pay for services provided.

Signature of Person Applying

Date

