

Texas Nonprofit Hospitals *
Part II
Summary of Current Hospital Charity Care Policy and Community Benefits
for Inclusion in DSHS Charity Care Manual as Required
by Texas Health and Safety Code, § 311.0461**
2016

Facility Identification (FID): 4236240 (Enter 7-digit FID# from attached hospital listing)***

Name of Hospital: East Texas Medical Center Specialty Hospital **County:** Smith

Mailing Address: PO Box 7018

Physical Address if different from above: 1000 S. Beckham, Fifth Floor

Effective Date of the current policy: 06/24/2014

Date of Scheduled Revision of this policy: 01/01/2018

How often do you revise your charity care policy? Reviewed Annual for any necessary revisions.

Provide the following information on the office and contact person(s) processing requests for charity care.

Name of the office/department: ETMC Tyler Business Office / Office of Charity Care

Mailing Address: 1417 S. Beckham Avenue

Contact Person: Rosemary Davis Title: Supervisor, Community Benefits

Phone: (903) 596-3739 Fax: (903) 535-6102 E-Mail rdavis@etmc.org

Person completing this form if different from above:

Name: Sandy Wilson-Whitlow Phone: (903) 596-3007

* This summary form is to be completed by each **nonprofit** hospital. Hospitals in a system must report on an individual hospital basis. Public hospitals, for-profit hospitals participating in the Medicaid disproportionate share hospital program and exempt hospitals are not required to complete this form. This form is only available in PDF format at DSHS web site: www.dshs.state.tx.us/chs/hosp under 2014 Annual Statement of Community Benefits Standard.

** The information in the manual will be made available for public use. Please report most current information on the charity care policy and community benefits provided by the hospital.

*** The list is also available on DSHS web site: www.dshs.state.tx.us/chs/hosp/.

I. Charity Care Policy:

1. Include your hospital's Charity Care Mission statement in the space below.

BY VIRTUE OF OUR EXEMPTION FROM FEDERAL AND STATE TAXES AND AS A PART OF OUR MISSION TO SERVE THE HEALTH CARE NEEDS OF OUR COMMUNITY, ETMC WILL PROVIDE CHARITY CARE TO PATIENTS WHO MEET THE CRITERIA OF OUR POLICY AND DO NOT HAVE THE FINANCIAL MEANS TO PAY FOR HOSPITAL SERVICES.

2. Provide the following information regarding your hospital's current charity care policy.

a. Provide definition of the term **charity care** for your hospital.

IN AND OUT PATIENT MEDICAL TREATMENT AND DIAGNOSTIC SERVICES FOR UNINSURED OR UNDERINSURED PATIENTS WHO CANNOT AFFORD TO PAY FOR THE CARE ACCORDING TO THE GUIDELINES OF OUR POLICY.

b. What percentage of the federal poverty guidelines is financial eligibility based upon?

Check one.4

1. <100%



4. <200%

2. <133%

5. Other, specify _____

3. <150%

c. Is eligibility based upon net or gross income? Check one.

d. Does your hospital have a charity care policy for the Medically Indigent?

YES NO IF yes, provide the definition of the term **Medically Indigent**.

A PATIENT WHOSE UNPAID HOSPITAL CHARGES EXCEED THEIR ABILITY TO PAY AND WHOSE REMAINING BILL WILL RESULT IN NO OBLIGATION OR A DISCOUNTED OBLIGATION TO PAY FOR THE SERVICES RENDERED. BASED ON THE ELIGIBILITY CRITERIA SET FORTH IN OUR POLICY.

e. Does your hospital use an Assets test to determine eligibility for charity care?

YES NO If yes, please briefly summarize method.

f. Whose income and resources are considered for income and/or assets eligibility determination.

1. Single parent and children
2. Mother, Father and Children
3. All family members
4. All household members

5. Other, please explain

ALL ADULTS LEGALLY
FINANCIALLY
RESPONSIBLE _____

g. What is included in your definition of income from the list below? Check all that apply.

- 1. Wages and salaries before deductions
- 2. Self-employment income
- 3. Social security benefits
- 4. Pensions and retirement benefits
- 5. Unemployment compensation
- 6. Strike benefits from union funds
- 7. Worker's compensation
- 8. Veteran's payments
- 9. Public assistance payments
- 10. Training stipends
- 11. Alimony
- 12. Child support
- 13. Military family allotments
- 14. Income from dividends, interest, rents, royalties
- 15. Regular insurance or annuity payments
- 16. Income from estates and trusts
- 17. Support from an absent family member or someone not living in the household
- 18. Lottery winnings
- 19. Other, specify _____

3. Does application for charity care require completion of a form? YES NO

If YES,

a. **Please attach a copy of the charity care application form.**

b. How does a patient request an application form? Check all that apply.

- 1. By telephone
- 2. In person
- 3. Other, please specify MAIL; EMAIL; WEBSITE

c. Are charity care application forms available in places other than the hospital?

YES NO If, YES, please provide name and address of the place.

d. Is the application form available in language(s) other than English?

YES NO

If yes, please check

Spanish Other, please specify _____

4. When evaluating a charity care application,

a. How is the information verified by the hospital?

1. The hospital independently verifies information with third party evidence (W2, pay stubs)

2. The hospital uses patient self-declaration

3. The hospital uses independent verification and patient self-declaration

b. What documents does your hospital use/require to verify income, expenses, and assets? Check all that apply.

1. W2-form

2. Wage and earning statement

3. Pay check remittance

4. Worker's compensation

5. Unemployment compensation determination letters

6. Income tax returns

7. Statement from employer

8. Social security statement of earnings

9. Bank statements

10. Copy of checks

11. Living expenses

12. Long term notes

13. Copy of bills

14. Mortgage statements

15. Document of assets

16. Documents of sources of income

17. Telephone verification of gross income with the employer

18. Proof of participation in govt assistance programs such as Medicaid

19. Signed affidavit or attestation by patient

20. Veterans benefit statement

21. Other, please specify _____

5. When is a patient determined to be a charity care patient? Check all that apply.

- a. At the time of admission
- b. During hospital stay
- c. At discharge
- d. After discharge
- e. Other, please specify _____

6. How much of the bill will your hospital cover under the charity care policy?

- a. 100%
- b. A specified amount/percentage based on the patient's financial situation
- c. A minimum or maximum dollar or percentage amount established by the hospital
- d. Other, please specify _____

7. Is there a charge for processing an application/request for charity care assistance?

YES NO

8. How many days does it take for your hospital to complete the eligibility determination process? 30 DAYS FROM RESOLUTION OF ALL THIRD PARTY INSURANCE AND/OR FUNDING ELIGIBILITY EFFORTS

9. How long does the eligibility last before the patient will need to reapply? Check one.

- a. Per admission
- b. Less than six months
- c. One year
- d. Other, specify 6 MONTHS

10. How does the hospital notify the patient about their eligibility for charity care?

Check all that apply?

- a. In person
- b. By telephone
- c. By correspondence

ELIMINATE BILLING FOR PATIENTS RECEIVING 100% CHARITY ASSISTANCE. FOR PATIENTS RECEIVING PARTIAL ASSISTANCE A BILLING STATEMENT REFLECTING THE BALANCE AFTER CHARITY IS SENT TO THE CUSTOMER.

- d. Other, specify _____

11. Are all services provided by your hospital available to charity care patients?

YES NO

If NO, please list services not covered for charity care patients (e.g. transplant services, ER services, other outpatient services, physician's fees).

4236240

12. Does your hospital pay for charity care services provided at hospitals owned by others?

YES NO

II. Community Benefits Projects/Activities:

Provide information on name, brief description (3 lines), target population or purpose (3 lines) for each of the community benefits projects/activities CURRENTLY being undertaken by your hospital (example: diabetes awareness).

ETMC's commitment to community benefits is reflected in its mission statement: We strive to bring an unmatched Spirit of Excellence to the art and science of healthcare. We measure our success by how our efforts improve the quality of life for the people and communities of east Texas. ETMC continually works to assess healthcare needs in the areas it serves, as it strives to advance health services to the highest level that can be supported in home communities. This includes establishing strong partnerships that include governmental entities, health and human services agencies and other organizations that can share in our mission of care of East Texas. In addition to meeting and exceeding charity care requirements, ETMC provides limited financial and in-kind support to many area agencies each year, especially related to community-based healthcare initiatives. These disease-based entities include the American Cancer Society, American Heart Association, Komen for all Cure, Arthritis Foundation, American Parkinson's Disease Association, East Texas Crisis Center, Parent Services Center, Muscular Dystrophy Association, Alzheimer's Alliance of Smithy County and the March of Dimes. In addition, ETMC's outreach to the communities it serves is extended through a variety of projects, many of which are aimed at medical-underserved populations. These programs include health fairs, community health education projects, health screenings and other opportunities to promote disease awareness and healthy lifestyles.

ETMCRHS II. Community Benefit Projects/Activities

Name	Brief Description	Target Population or Purpose
(1) Emergency Care	Maintain medical staff composition and call coverage necessary to sustain trauma centers	all service area population.
(2) Cardiac Care	Reduce mortality rates and improve outcomes for patients with cardiovascular disease	persons with cardiac disease.
(3) Neurological Care	Maintain TDSHS Stroke Center Accreditation and improve community awareness of the signs and symptoms of stroke	persons who may have a stroke.
(4) Cancer Care	Increase the number of screenings for breast and colorectal cancers	all adults within service area.
(5) Kidney Transplantation	Support organ donation education and maintain kidney transplant program	potential organ donors and donor recipients.
(6) Mental Healthcare	Expand placement of master's trained mental health counselors and serve as resource for mental health services	persons with mental health illness.
(7) Access to Care	Increase primary care providers in rural communities	rural populations.

Additional Information:

Use this space if more space is required for comments or to elaborate on any of the information supplied on this form. Please refer to the response by question and item number.

Regarding Questions 3:3. Does application for charity care require completion of a form?
ETMC does require an application except instances where the charity determination is based on a non-covered service of a government sponsored program, where income

Texas Nonprofit Hospitals
Part II
Summary of Current Hospital Charity Care Policy and Community Benefits
for Inclusion in DSHS Charity Care Manual as Required
by Texas Health and Safety Code, § 311.0461

NOTE: This is the twelfth year the charity care and community benefits form is being used for collecting the information required under Texas Health and Safety Code, § 311.0461. If you have any suggestions or questions, please include them in the space below or contact Dwayne Collins, Center for Health Statistics, Texas Department of State Health Services at (512) 776-7261 or fax: (512) 776-7344 or E-mail: dwayne.collins@dshs.state.tx.us.

Name of Hospital: _____ City: _____

Contact Name: _____ Phone: _____

Suggestions/questions: