
SUBJECT: CHARITY DISCOUNTS

Policy Statement:

It shall be the policy of Poplar Springs Hospital to grant charity discounts on patient accounts. This policy will outline the criteria for which a charity discount may be approved.

Purpose:

To outline the process for qualification and approval of charity discounts to patient accounts.

Procedure:

1. Financial Counselor/Collector will distribute Financial Disclosure form to those patients who are unable to pay the requested deposit upon admission.
2. Upon completion and receipt of the Financial Disclosure form the Financial Counselor/Collector will pull a credit report for the patient/guarantor using the Equifax system.
3. The following criteria will be considered automatic approval for a charity discount:
 - a. Credit Score of 450 or less and recommendation of 100% discount on credit report.
 - b. Documentation of government entitlement such as, food stamps, Section 8 Housing, disability award letter.
 - c. Documentation of income at or below Federal Poverty Guidelines
4. Financial Counselor/Collector will forward patient file to Business Office Director for review with Chief Financial Officer after completion of the "Patient Account Adjustment Authorization Form" per PSI policy.
5. Chief Financial Officer will approve or deny charity discount request based on criteria and documentation provided.
6. Business Office Director will apply approved charity discounts to Front-end collection logs and patient accounts per established processes.