Charity Care/Financial Assistance Application Form Instructions

This is an application for financial assistance (also known as charity care) at Whitman Hospital & Medical Clinics.

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.

Whitman Hospital & Medical Clinics accepts applications for financial assistance for all services offered by the hospital. For non-emergent services, you are urged to apply prior to care being provided. To be eligible for assistance, you must have a family income and liquid assets at or below the levels listed in the table below. The actual bill reduction offered, if any, is determined according to your family income, family size, assets, and expenses.

2021

Family Size	Poverty Level (PL) Income	Income Range to 100% PL	Income Range to 125% PL	Income Range to 150% PL	Income Range to 175% PL	Income Range to 200% PL	Income Range to 300% PL, if patient has no insurance
1	12,880	0 – 12,880	12,881 – 16,100	16,101 – 19,320	19,321 – 22,540	22,541 – 25,760	25,761 – 38,640
2	17,420	0 – 17,420	17,421 – 21,775	21,776 – 26,130	26,131 – 30,485	30,486 – 34,840	34,841 – 52,260
3	21,960	0 – 21,960	21,961 – 27,450	27,451 – 32,940	32,941 – 38,430	38,431 – 43,920	43,921 – 65,880
4	26,500	0 – 26,500	26,501 – 33,125	33,126 – 39,750	39,751 – 46,375	46,376 – 53,000	53,001 – 79,500
5	31,040	0 – 31,040	31,041 – 38,800	38,801 – 46,560	46,561 – 54,320	54,321 – 62,080	62,081 – 93,120
6	35,580	0 – 35,580	35,581 – 44,475	44,476 – 53,370	53,371 – 62,265	62,266 – 71,160	71,161 – 106,740
7	40,120	0 – 40,120	40,121 – 50,150	50,151 – 60,180	60,181 – 70,210	70,211 – 80,240	80,241 – 120,360
8	44,660	0 – 44,660	44,661 – 55,825	55,826 – 66,990	66,991 – 78,155	78,156 – 89,320	89,321 – 133,980
Additional People	4,540	4,540	5,675	6,810	7,945	9,080	13,620
Discount	100%	100%	85%	70%	55%	40%	22%

It is your responsibility to complete the application and supply requested documentation about your income. Failure to perform these tasks will result in denial of the application.

This information is also available online at: https://www.whitmanhospital.org/patients-visitors/financial-assistance/

What does financial assistance cover? The hospital financial assistance covers appropriate hospital-based services provided by Whitman Hospital & Medical Clinics depending upon your eligibility. Financial assistance may not cover all health care costs, including services provided by other organizations.

If you have questions or need help completing this application: You may call our financial services department at 888-292-8810. For additional assistance, you may also contact the social work department at 509-397-3435 x354. 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: CBO Solution Whitman Hospital Billing Department, PO Box 2726, Spokane, WA 99220. You may also fax the application and documentation to 509-344-3385. Be sure to keep a copy for yourself.

To submit your completed application in person: You are welcome to drop off your application at Whitman Hospital & Medical Clinics' Business Office, 1200 W Fairview, Colfax, WA 99111. The Business Office is open Monday through Friday from 5:45am to 8:00pm, and Saturday to Sunday from 9:00am to 8:00pm. Phone: 509-397-3435.

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.

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? □ **Yes** □ **No** *If Yes, list preferred language:*
Has the patient applied for Medicaid? □ **Yes** □ **No** *May be required to apply before being considered for financial assistance*
Does the patient receive state public services such as TANF, Basic Food, or WIC? □ **Yes** □ **No**
Is the patient currently homeless? □ **Yes** □ **No**
Is the patient's medical care need related to a car accident or work injury? □ **Yes** □ **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
□ Male □ Female □ Other (may specify _____)	Birth Date		Patient Social Security Number (optional*) **optional, but needed for more generous assistance above state law requirements*
Person Responsible for Paying Bill	Relationship to Patient	Birth Date	Social Security Number (optional*) **optional, but needed for more generous assistance above state law requirements*
Mailing Address _____ _____ City State Zip Code			Main contact number(s) ( ) _____ ( ) _____ Email Address: _____
Employment status of person responsible for paying bill □ **Employed** (date of hire: _____) □ **Unemployed** (how long unemployed:_____) □ **Self-Employed** □ **Student** □ **Disabled** □ **Retired** □ **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
$_____

Current savings account balance
$_____

Does your family have these other assets?
Please check all that apply
□ Stocks □ Bonds □ 401K □ Health Savings Account(s) □ Trust(s)
□ Property (excluding primary residence) □ Own a business

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 Whitman Hospital & Medical Center 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