

**TRANSITIONAL HOSPITALS CORPORATION
THC-SEATTLE**

CHARITY POLICY

THC-Seattle is committed to providing quality healthcare to all patients meeting the required admission criteria, while protecting the integrity of the hospital operations. No patient admitted to THC-Seattle will be denied treatment based on ability to pay, national origin, age, physical disabilities, race color, sex or religion. In compliance with WAS 246-453, THC-Seattle has established the following standards for determining eligibility for charity care.

ELIGIBILITY CRITERIA

THC-Seattle will determine eligibility for charity care under this policy based on the following criteria as calculated for the 12 months prior to the date of request:

1. The full amount of hospital charges will be determined to be charity care for any patient whose gross family income is at or below 100% of the current federal poverty guidelines (as per WAC 246-453-040).
2. A sliding fee schedule will be used to determine the amount which shall be written off for patients with income between 100% and 200% of the federal poverty level. The sliding scale shall be updated annually according to federal poverty guidelines published in the Federal register.

After review of a personal financial statement for, available assets are used to determine eligibility for charity care if family income is greater than 100% of the federal poverty guideline.

PROCESS FOR ELIGIBILITY DETERMINATION

During the patient registration process, the Patient Account Manager will make an initial determination of eligibility based on a verbal or written application for charity care. The classification of a patient account balance as charity will be deemed appropriate in those instances where it can be reasonably be determined that patients have inadequate financial resources to satisfy their medical bills within what would be considered a normal time frame without being subjected to unusually harsh personal financial constraints. Pending that final eligibility determination, the hospital will not initiate collection efforts or requests for deposits, provided that the responsible party is cooperative with the hospital's efforts to reach a determination of sponsorship status, including a return of applications and documentation within fourteen (14) days of receipt.

Charity care forms, instructions, and written applications shall be furnished to patients when charity care is requested, when need is indicated, or when financial screening indicates potential need. All applications need to be accompanied by one or more of the following documentation to verify income amounts indicated on the application form:

1. W-2 withholding statements for all employment during the last 12 months
2. Pay stubs from all employment during the last 12 months
3. Income tax return from the most recently-filed calendar year
4. Forms approving or denying unemployment compensation
5. Written statements from employers or welfare agencies

In the event that the responsible party is not able to provide any of the documentation described above, the hospital shall rely upon written and signed statements from the responsible party for making a final determination of eligibility for classification as an indigent person.

Patients need to apply for Medicaid or Medical Assistance and need to provide within fourteen (14) days forms approving or denying eligibility for Medicaid and/or state-funded Medicaid Assistance programs.

APPROVAL/DENIAL

All patients approved for charity care will be notified in writing of the amount to be adjusted from their accounts. If a payment is received on a charity care account after write-off, an adjustment will be made to the charity care records in the month payment is received.

Accurate records of all charity care rendered will be maintained and reported to the Department of Health.

EXEMPTIONS FROM STANDARD

Catastrophic hospitalization costs, sizable other medical bills, or other patient specific circumstances (based on fairness and ability to pay) may justify granting charity care, even when a patient exceeds the indigency standards. This policy is supported by WAC 246-453.

PUBLIC NOTIFICATION

The charity care policy is publicly available through the hospital's website and the distribution of written materials indicating the policy to patients at the time the hospital determines third party coverage. Non-English translations of this document will be made available if a specific group of more than 10% of the population in the service are utilizes English as a second language.