

Subject: SJH Financial Assistance (Charity Care) Policy	Policy Number: PSJH RCM 002 NoCal	
Department: Revenue Cycle Management	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Reviewed	Date: 3/22/2019
Executive Sponsor: Kimberly Sullivan, SVP Chief Revenue Cycle Officer	Policy Owner: Marie Sorci, Area Dir Revenue Cycle Services	
Approved by: PSJH Board of Directors	Implementation Date: 5/1/2019	

St. Joseph Health (“SJH”) is a Catholic not-for-profit healthcare organization guided by a commitment to its Mission of serving all, especially those who are poor and vulnerable, by its Core Values of compassion, dignity, justice, excellence and integrity, and by the belief that healthcare is a human right. It is the philosophy and practice of each SJH hospital that emergent and medically necessary healthcare services are readily available to those in the communities we serve, regardless of their ability to pay.

SCOPE:

This policy applies to all SJH hospitals in Humboldt, Sonoma and Napa Counties, and to all emergency, urgent and other medically necessary services provided by SJH hospitals in those counties (with exception of experimental or investigative care). A list of SJH hospitals covered by this policy can be found in Exhibit A Covered Facilities List.

This policy shall be interpreted in a manner consistent with Section 501(r) of the Internal Revenue Code of 1986, as amended, and, with respect to SJH Hospitals in California, the Hospital Fair Pricing Policies outlined in the California Health and Safety Code (Sections 127400-127446). In the event of a conflict between the provisions of such laws and this policy, such laws shall control.

PURPOSE:

The purpose of this policy is to ensure a fair, non-discriminatory, effective, and uniform method for the provision of Financial Assistance (charity care) to eligible individuals who are unable to pay in full or part for medically necessary emergency and other hospital services provided by SJH hospitals.

It is the intent of this policy to comply with all federal, state, and local laws. This policy and the financial assistance programs herein constitute the official Financial Assistance Policy (‘FAP’) and Emergency Medical Care Policy for each hospital owned, leased or operated by SJH.

POLICY:

SJH will provide free or discounted hospital services to qualified low income, uninsured and underinsured patients and patients with high medical costs as who are at or below 350 percent of the FPL, when the ability to pay for services is a barrier to accessing medically necessary emergency and other hospital care and no alternative source of coverage has been identified. Patients must meet the eligibility requirements described in this policy to qualify.

SJH hospitals with dedicated emergency departments will provide, without discrimination, care for emergency medical conditions (within the meaning of the Emergency Medical Treatment and Labor Act) consistent with available capabilities, regardless of whether an individual is eligible for financial assistance. SJH will not discriminate on the basis of age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender identity or expression, disability, veteran or military status, or any other basis prohibited by federal, state, or local law when making financial assistance determinations.

SJH hospitals will provide emergency medical screening examinations and stabilizing treatment, or refer and transfer an individual if such transfer is appropriate in accordance with 42 C.F.R 482.55. SJH prohibits any actions, admission practices, or policies that would discourage individuals from seeking emergency medical care, such as permitting debt collection activities that interfere with the provision of emergency medical care.

List of Professionals Subject to SJH FAP: Each SJH hospital will specifically identify a list of those physicians, medical groups, or other professionals providing services who are and who are not covered by this policy. Emergency room physicians who provide emergency medical services to patients at SJH California hospitals, are required by California law to provide discounts to uninsured patients or patients with high medical costs (as defined by the Hospital Fair Pricing Policies outlined in the California Health and Safety Code (Sections 127400-127446)) who are at or below 350% of the FPL. Each SJH hospital will provide this list to any patient who requests a copy. The provider list can also be found online at the St. Joseph Health website: www.stjhs.org.

Financial Assistance Eligibility Requirements: Financial assistance is available to both uninsured and insured patients and guarantors where such assistance is consistent with this policy and federal and state laws governing permissible benefits to patients. SJH hospitals will make a reasonable effort to determine the existence or nonexistence of third-party coverage which may be available, in whole or part, for the care provided by SJH hospitals, prior to directing any collection efforts at the patient.

Patients seeking financial assistance must complete the standard SJH Financial Assistance Application and eligibility will be based upon financial need at that time. Reasonable efforts will be made to notify and inform patients of the availability of Financial Assistance by providing information during admission and discharge, on the patient's billing statement, in patient accessible billing areas, on SJH hospital's website, by oral notification during payment discussions, as well as on signage in high volume inpatient and outpatient areas, such as admitting and the emergency department. SJH will retain information used to determine eligibility in accordance with its recordkeeping policies.

Applying for Financial Assistance: Patients or guarantors may request and submit a Financial Assistance Application, which is free of charge and available at the SJH ministry or by the following means: advising patient financial services staff at or prior to the time of discharge that assistance is requested and submitted with completed documentation; by mail, or by visiting www.stjhs.org, downloading and submitting the completed application with documentation. A person applying for financial assistance will be given a preliminary screening, which will include a review of whether the patient has exhausted or is not eligible for any third-party payment sources.

Each SJH hospital shall make designated personnel available to assist patients in completing the Financial Assistance Application and determining eligibility for SJH financial assistance or financial assistance from government-funded insurance programs, if applicable. Interpretation services are available to address any questions or concerns and to assist in the completion of the Financial Assistance Application.

A patient or guarantor who may be eligible to apply for financial assistance may provide sufficient documentation to SJH to support eligibility determination at any time upon learning that a party's income falls below minimum FPL per the relevant Federal and State regulations.

Individual Financial Situation: Income, monetary assets and expenses of the patient will be used in assessing the patient's individual financial situation. Monetary assets shall not include retirement or deferred compensation plans qualified under the Internal Revenue Code nor non-qualified deferred compensation plans. Neither the first \$10,000 of a patient's monetary assets nor the first 50% of a patient's monetary assets over the first \$10,000 will be counted in determining eligibility.

Income Qualifications: Income criteria, based on Federal Poverty Level (FPL), may be used to determine eligibility for free or discounted care. Please see Exhibit B for details.

Determinations and Approvals: Patients will receive notification of FAP eligibility determination within 30 days of submission of the completed Financial Assistance application and necessary documentation. Once an application is received, extraordinary collections efforts will be pended until a written determination of eligibility is sent to the patient. SJH will not make a determination of eligibility for assistance based upon information which the hospital believes is incorrect or unreliable

Dispute Resolution: The patient may appeal a determination of ineligibility for financial assistance by providing relevant additional documentation to SJH within 30 days of receipt of the notice of denial. All appeals will be reviewed and if the review affirms the denial, written notification will be sent to the guarantor and State Department of Health, where required, and in accordance with the law. The final appeal process will conclude within 10 days of receipt of the denial by SJH. An appeal may be sent to Santa Rosa Memorial, 1165 Montgomery Drive, Santa Rosa, CA 95405.

Presumptive Charity: SJH may approve a patient for a charity adjustment to their account balance by means other than a full Financial Assistance application. Such determinations will be made on a presumptive basis using an industry-recognized financial assessment tool that evaluates ability to pay based on publically available financial or other records, including but not limited to household income, household size, and credit and payment history.

Other Special Circumstances: Patients who are eligible for FPL-qualified programs such as Medicaid, Medi-Cal, and other government-sponsored low-income assistance programs, are deemed to be indigent. Therefore, such patients are eligible for Financial Assistance when the programs deny payment and then deem the charges billable to the patient. Patient account balances resulting from non-reimbursed charges are eligible for full charity write-off. Specifically included as eligible are charges related to the following:

- Denied inpatient stays
- Denied inpatient days of care
- Non-covered services
- Treatment Authorization Request (TAR) denials
- Denials due to restricted coverage

Catastrophic Medical Expenses: SJH, at its' discretion, may grant charity in the event of a catastrophic medical expense. These patients will be handled on an individual basis.

Limitation on Charges for all Patients Eligible for Financial Assistance: No patient who qualifies for any of the above-noted categories of assistance will be personally responsible for more than the "Amounts Generally Billed" (AGB) percentage of gross charges, as defined below.

Reasonable Payment Plan: Once a patient is approved for partial financial assistance, but still has a balance due, SJH will negotiate a payment plan arrangement. The reasonable payment plan shall consist of monthly payments that are not more than 10 percent of a patient's or family's monthly income, excluding deductions for Essential Living Expenses that the patient listed on their financial assistance application. Payment plans will be interest free. Timelines of payment plans will be extended for patients with pending appeals of coverage.

Billing and Collections: Any unpaid balances owed by patients or guarantors after application of available discounts, if any, may be referred to collections. Collection efforts on unpaid balances will cease pending final determination of FAP eligibility. SJH does not perform, allow or allow collection agencies to perform any extraordinary collection actions prior to either: (a) making a reasonable effort to determine if the patient qualifies for financial assistance; or (b) 120 days after the first patient statement is sent. For information on SJH billing and collections practices for amounts owed by patients, please see SJH Hospital's policy, which is available free of charge at each SJH hospital's registration desk, or at: www.stjhs.org.

Patient Refunds: In the event that a patient or guarantor has made a payment for services and subsequently is determined to be eligible for free or discounted care, any payments made related to those services during the

FAP-eligible time period which exceed the payment obligation will be refunded, in accordance with state regulations.

Annual Review: This SJH Financial Assistance (Charity Care) Policy will be reviewed on an annual basis by the designated Revenue Cycle leadership.

EXCEPTIONS:

See Scope above.

DEFINITIONS:

For the purposes of this policy the following definitions and requirements apply:

1. Federal Poverty Level (FPL): FPL means the poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services.
2. Amounts Generally Billed (AGB): The amounts generally billed for emergency and other medically necessary care to patients who have health insurance is referred to in this policy as AGB. SJH uses the prospective Medicare method of determining AGB. AGB equals the amount that would be reimbursed by Medicare fee-for-service, plus the amount the patient would be responsible for paying in the form of co-payments, co-insurance and deductibles, if he or she were a Medicare beneficiary at the time of service.
3. Extraordinary Collection Action (ECA): ECAs are defined as those actions requiring a legal or judicial process, involve selling a debt to another party or reporting adverse information to credit agencies or bureaus. The actions that require legal or judicial process for this purpose include a lien; foreclosure on real property; attachment or seizure of a bank account or other personal property; commencement of a civil action against an individual; actions that cause an individual's arrest; actions that cause an individual to be subject to body attachment; and wage garnishment.
4. High Medical Costs: High medical costs are those as defined by the Hospital Fair Pricing Policies - California Health and Safety Code (Sections 127400-127446), being: (1) annual out-of-pocket costs incurred by the individual at the SJH hospital that exceed 10 percent of the patient's family income in the prior 12 months, (2) annual out-of-pocket expenses that exceed 10 percent of the patient's family income, if the patient provides documentation of the patient's medical expenses paid by the patient or the patient's family in the prior 12 months, or (3) a lower level determined by the SJH hospital in accordance with the SJH hospital's charity care policy.

REFERENCES:

<i>Internal Revenue Code Section 501(r); 26 C.F.R. 1.501(r)(1) – 1.501(r)(7)</i>
<i>California Health and Safety Codes section 127000 -127446</i>
<i>Emergency Medical Treatment and Labor Act (EMTALA), 42 U.S.C. 1395dd</i>
<i>42 C.F.R. 482.55 and 413.89</i>
<i>American Hospital Associations Charity Guidelines</i>
<i>California Hospital Association Charity Guidelines</i>
<i>California Alliance on Catholic Healthcare Charitable Services Guidelines</i>
<i>Providence St. Joseph Health Commitment to the Uninsured Guidelines</i>
<i>Provider Reimbursement Manual, Part I, Chapter 3, Section 312</i>

Exhibit A – Covered Facilities List

St. Joseph Health Hospitals in Northern California	
St. Joseph Hospital, Eureka	Redwood Memorial Hospital
Santa Rosa Memorial Hospital	Petaluma Valley Hospital
Queen of the Valley Medical Center	

Exhibit B - Income Qualifications for St. Joseph Health Hospitals in Northern California

If the family income is...	And the patient is...	Then...																						
200% or less of the FPL,	Uninsured or insured	The entire (100%) patient liability portion of the bill for services will be written off.																						
201% - 350% of the FPL,	Uninsured,	<p>The patients' payment obligation will be a percentage of the AGB for the service based on the sliding scale below:</p> <table border="1" data-bbox="737 533 1438 911"> <thead> <tr> <th data-bbox="737 533 1089 596">If the income % of FPL is...</th> <th data-bbox="1089 533 1438 596">Then the % of AGB is...</th> </tr> </thead> <tbody> <tr><td data-bbox="737 596 1089 632">201 – 215%</td><td data-bbox="1089 596 1438 632">10%</td></tr> <tr><td data-bbox="737 632 1089 667">216 – 230%</td><td data-bbox="1089 632 1438 667">20%</td></tr> <tr><td data-bbox="737 667 1089 703">231 – 245%</td><td data-bbox="1089 667 1438 703">30%</td></tr> <tr><td data-bbox="737 703 1089 739">246 - 260%</td><td data-bbox="1089 703 1438 739">40%</td></tr> <tr><td data-bbox="737 739 1089 774">261 – 275%</td><td data-bbox="1089 739 1438 774">50%</td></tr> <tr><td data-bbox="737 774 1089 810">276 – 290%</td><td data-bbox="1089 774 1438 810">60%</td></tr> <tr><td data-bbox="737 810 1089 846">291 – 305%</td><td data-bbox="1089 810 1438 846">70%</td></tr> <tr><td data-bbox="737 846 1089 882">306 – 320%</td><td data-bbox="1089 846 1438 882">80%</td></tr> <tr><td data-bbox="737 882 1089 917">321 – 335%</td><td data-bbox="1089 882 1438 917">90%</td></tr> <tr><td data-bbox="737 917 1089 953">336 – 350%</td><td data-bbox="1089 917 1438 953">100%</td></tr> </tbody> </table>	If the income % of FPL is...	Then the % of AGB is...	201 – 215%	10%	216 – 230%	20%	231 – 245%	30%	246 - 260%	40%	261 – 275%	50%	276 – 290%	60%	291 – 305%	70%	306 – 320%	80%	321 – 335%	90%	336 – 350%	100%
	If the income % of FPL is...	Then the % of AGB is...																						
201 – 215%	10%																							
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321 – 335%	90%																							
336 – 350%	100%																							
Insured,	<p>The patient's obligation will be reduced by the insurance payments:</p> <table border="1" data-bbox="711 982 1463 1228"> <thead> <tr> <th data-bbox="711 982 1047 1018">If...</th> <th data-bbox="1047 982 1463 1018">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 1018 1047 1108">Insurance payment is more than or equal to the AGB,</td> <td data-bbox="1047 1018 1463 1108">The entire (100%) patient liability portion of the bill will be written off.</td> </tr> <tr> <td data-bbox="711 1108 1047 1228">Insurance payment is less than the AGB,</td> <td data-bbox="1047 1108 1463 1228">The patient would pay the difference between the insurance payment and the AGB.</td> </tr> </tbody> </table>	If...	Then ...	Insurance payment is more than or equal to the AGB,	The entire (100%) patient liability portion of the bill will be written off.	Insurance payment is less than the AGB,	The patient would pay the difference between the insurance payment and the AGB.																	
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Insurance payment is less than the AGB,	The patient would pay the difference between the insurance payment and the AGB.																							
351% - 500% of the FPL,	Uninsured,	The patient pays the AGB amount.																						
	Insured,	The patient pays the difference between the insurance payment and the AGB.																						
Above 500% of the FPL,	Incurring financial liability according to the "high medical costs" definition,	The patient pays no more than the AGB.																						