

**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\*\***  
**-2008-**

**Facility Identification (FID):** 2016144 (Enter 7-digit FID# from attached hospital listing)\*\*\*

**Name of Hospital:** Intracare North Hospital **County:** Harris

**Mailing Address:** 1120 Cypress Station, Houston, Texas 77090

**Physical Address if different from above:** \_\_\_\_\_

**Effective Date of the current policy:** 06/01/1989

**Date of Scheduled Revision of this policy:** 12/01/2009

**How often do you revise your charity care policy?** Review once a year

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

Name of the office/department: Administration

Mailing Address: 1120 Cypress Station, Houston, Texas 77090

Contact Person: Frederick Chan Title: \_\_\_\_\_

Phone: (713)790-0949 Fax: (713)790-0456 E-Mail fchan@intracare.org

Person completing this form if different from above:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\* 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 also available in Word or PDF formats at DSHS web site: [www.dshs.state.tx.us/chs/hosp](http://www.dshs.state.tx.us/chs/hosp) under 2008 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/](http://www.dshs.state.tx.us/chs/hosp/).

**I. Charity Care Policy:**

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

To provide high quality, ethical healthcare services to financially and medically indigent patients in a safe and responsive environment.

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

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

Intracare Medical Center Hospital shall maintain a written set of guidelines by which an assessment of a patient's financial status shall be made. The guidelines shall serve as the basis for a determination of eligibility for charity care. Patient eligible for charity care shall be those persons determined to be financially or medically indigent. For the purpose of this policy, charity care shall be defined as any service provided to a person who is financially or medically indigent pursuant to the hospital's eligibility system. Financially indigent shall be defined as the financial status of a person whose annual gross income level does not exceed two hundreds percent of the federal poverty guidelines as published by the U.S. Department of health and Human Services. Medically indigent shall be defined as the financial status of a person whose medical or hospital bills after payment by third party payors exceed seven and ½ percent (7 ½%) of the person's annual gross income and that the person is financially unable to pay the remaining portion of the medical or hospital bill. This policy shall be posted prominently and continuously in the Admitting Office. This policy shall be posted in both English and Spanish. Admitting persons shall advise all patients of the available procedure for applying charity care.

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

Check one.

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**.

Medically indigent shall be defined as the financial status of a person whose medical or hospital bills after payment by third party payors exceed seven and ½ percent (7 ½%) of the person's annual gross income and that the person is financially unable to pay the remaining portion of the medical or hospital bill.

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 \_\_\_\_\_

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 \_\_\_\_\_

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, 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?  
same day

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 \_\_\_\_\_

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
- 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).

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).

1. Continued Education 2. Outreach Projects 3. Mental Health Awareness

### **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.