

**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\*\***

**Facility Identification (FID):** 2012005 (Enter 7-digit FID# from attached hospital listing)\*\*\*

**Name of Hospital:** St. Luke's Episcopal Hospital **County:** Harris

**Mailing Address:** PO Box 20269 Houston TX 77225-0269

**Physical Address if different from above:** 6720 Bertner Houston TX 77030

**Effective Date of the current policy:** 02/01/2013

**Date of Scheduled Revision of this policy:** 02/01/2015

**How often do you revise your charity care policy?** Every 3 years

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

Name of the office/department: Patient Financial Services

Mailing Address: 3100 Main Street, Suite 542, Houston TX 77002

Contact Person: Lisa Almaraz Title: Director

Phone: (832) 355-2038 Fax: (713) 610-2031 E-Mail lalmaraz@sleh.com

Person completing this form if different from above:

Name: Thomas R. Stonegraber Phone: (832) 355-2042

\* 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 only available in PDF format at DSHS web site: [www.dshs.state.tx.us/chs/hosp](http://www.dshs.state.tx.us/chs/hosp) under 2012 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/).



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, please 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 Credit Report and we may request any of the above

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 Prior to admission

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? 15

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 May consider an episode of care. Older accts  
may be considered for up to twenty-four (24)  
months

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).

Elective Cosmetic Services

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).

EL BUEN SAMARITANO EPISCOPAL MISSION: PROVIDE OPERATING SUPPORT FOR THE WALLACE MALLORY CLINIC TO INCREASE AND IMPROVE ACCESSIBILITY TO AFFORDABLE AND QUALITY INTEGRATED, CULTURALLY RELEVANT PREVENTATIVE AND PRIMARY HEALTHCARE.

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP): CONTINUE TO SUPPORT A COMPREHENSIVE HEALTH CARE - MEDICAL - INCLUDING WOMEN AND CHILDREN, DENTAL, BEHAVIORAL, HEALTH EDUCATION, NUTRITION, CASE MANAGEMENT AND OTHER SUPPORT SERVICES FOR OUR PATIENTS AND THE COMMUNITY. NORTH PASADENA COMMUNITY OUTREACH AT ST. PETER'S EPISCOPAL CHURCH: PROVIDE WELLNESS, HEALTH, RECREATIONAL AND EDUCATIONAL ACTIVITIES FOR ADULT, PRESCHOOL, AFTER SCHOOL AND SUMMER PROGRAMS AND EXPAND EDUCATIONAL, SOCIAL AND REFERRAL SERVICES TO ECONOMICALLY DISADVANTAGED FAMILIES.

**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.

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**NOTE:** This is the twelfth year the charity care and community benefits form is being used for collecting the information required under Texas Health and Safety Code, § 311.0461. If you have any suggestions or questions, please include them in the space below or contact Dwayne Collins, Center for Health Statistics, Texas Department of State Health Services at (512) 776-7261 or fax: (512) 776-7344 or E-mail: [dwayne.collins@dshs.state.tx.us](mailto:dwayne.collins@dshs.state.tx.us).

Name of Hospital: \_\_\_\_\_ City: \_\_\_\_\_

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

**Suggestions/questions:**