### 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**

2015

<table>
<thead>
<tr>
<th>Facility Identification (FID):</th>
<th>1136012</th>
<th>(Enter 7-digit FID# from attached hospital listing)***</th>
</tr>
</thead>
</table>

**Name of Hospital:** Texas Scottish Rite Hospital for Children  
**County:** Dallas

**Mailing Address:** 2222 Welborn Street Dallas TX 75219

**Physical Address if different from above:**

**Effective Date of the current policy:** 10/01/2012

**Date of Scheduled Revision of this policy:** 02/01/2016

**How often do you revise your charity care policy?** Anually to update income guidelines and other as needed

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

<table>
<thead>
<tr>
<th>Name of the office/department:</th>
<th>Patient Access</th>
</tr>
</thead>
</table>

**Mailing Address:** 2222 Welborn Street Dallas TX 75219

**Contact Person:** Mark McCown  
**Title:** Director of Patient Access

**Phone:** (214) 559-4944  
**Fax:** (214) 559-3814  
**E-Mail:** mark.mccown@tsrh.org

**Person completing this form if different from above:**

| Name: | Megan Mattingly  
| Phone: | (214) 559-8557 |

* 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 2015 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 ensure that all patients will receive care regardless of their family’s ability to pay.

2. Provide the following information regarding your hospital’s current charity care policy.
   a. Provide definition of the term charity care for your hospital.
      Care provided to patient who meet the guidelines for financial assistance according to our policy.

   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.
      Families whose income is above the 200% FPG, whose costs for care exceeds 1% of their annual income
      and who are unable to pay their full financial responsibility.

   e. Does your hospital use an Assets test to determine eligibility for charity care?

http://www.dshs.state.tx.us/chs/hosp/
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 _______________________

☑

3. Does application for charity care require completion of a form? ☑ YES  NO

If YES,

http://www.dshs.state.tx.us/chs/hosp/
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

☑ Online

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.
Website, tsrh.org

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

http://www.dshs.state.tx.us/chs/hosp/
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 gov’t 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?

Dependent on the family’s response to requests for an application and income verification. Once a completed application is received, it will take less than 3 business days to determine their eligibility status.
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).

Texas Scottish Rite Hospital for Children has several community benefits projects and activities. An additional file with all of the information will be attached.

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 fourteenth 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.

Name of Hospital: __________________________ City: __________________________
Contact Name: __________________________ Phone: __________________________

Suggestions/questions: