

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**
2018

Facility Identification (FID): 1416499 (Enter 7-digit FID# from attached hospital listing)***

Name of Hospital: El Paso Children's Hospital **County:** El Paso

Mailing Address: 4845 Alameda Avenue, El Paso, TX 79905

Physical Address if different from above: _____

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

Date of Scheduled Revision of this policy: 10/01/2016

How often do you revise your charity care policy? every three years

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

Name of the office/department: Patient Access Services

Mailing Address: 4845 Alameda Avenue, El Paso, Tx 79905

Contact Person: Roberto Favela Title: Patient Access Supervisor

Phone: (915) 242-8377 Fax: _____ E-Mail: roberto.favela@elpasochildrens.org

Person completing this form if different from above:

Name: Roberto Favela Phone: (915) 242-8377

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.texas.gov/chs/hosp under 2018 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.texas.gov/chs/hosp/.

I. Charity Care Policy:

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

This policy establishes a framework within which El Paso Children's Hospital (EPCH), will identify patients that may qualify for the EPCH CARE +Plus (Charity Care) Program, provide charity care, and account for charity care in accordance with the requirements set forth for Medicaid Disproportionate Share Hospitals.

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

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

EPCH requires the completion of the financial assistance screening and application process. This process allows for the collection of information in accordance with state law and the income and documentation requirements set forth below. Patient Financial Services Employees may use an automated decision system to facilitate the financial assistance application process, to obtain a credit report for the sole purpose of determining eligibility for financial assistance and screen patient’s potential eligibility for other third party resources. The CARE +Plus program is only available to those applicants who are not currently covered or potentially eligible for other third party resources. If denied government sponsored assistance due to compliance, charity assistance is not guaranteed as a result of such denial.

b. What percentage of the federal poverty guidelines is financial eligibility based upon? Check one.
5

- 1. 100%
- 2. <133%
- 3. <150%
- 4. <200%
- 5. Other, specify 200%

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**.

Financially Indigent means an uninsured or underinsured patient of EPCH who is a resident of El Paso County and who is accepted for care with no obligation or with a discounted obligation to pay for the services rendered, based on the automated decision support system utilized by EPCH

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 _____ Hospital Software

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 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? With approval documents in hand, one 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 Usually six months

10. How does the hospital notify the patient about their eligibility for charity care? Check all that apply.
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).

El Paso Children’s Hospital is improving access to healthcare services to meet the needs of infants, children, and adolescents by recruiting world class pediatric sub-specialists to a dramatically underserved pediatric region. 2017 - Opened only Cranial and Facial Clinic 2018 ¿ Employed Surgical Dr. William Spurbeck for El Paso Children’s Physician Specialist Group 2018- Diabetes Clinic within the hospital 2019 ¿ Brought Dr. David F. Jimenez Pediatric Neurosurgeon to practice full time at El Paso Children’s Hospital

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. Brief Description: Improve Access to Healthcare Services In 2012, El Paso Children’s Hospital elevated pediatric healthcare in West Texas and Southern New Mexico by opening as the only dedicated and first separately licensed children’s hospital in El Paso County. El Paso Children’s Hospital serves a medically underserved area and a primary care health professional shortage area as defined by the U.S. Department of Health and Human Services Health Resources and Services Administration. Target Population: Children: 0-18 years of age Total Child Population Served: 782,988 (Source: Kids Count Data Center) Safety Net Area: El Paso County & 200- mile radius from El Paso County West Texas & Southern New Mexico El Paso County, Brewster County, Ector County, Midland County, Presidio County, Reeves County, Chaves County, Dona Ana County, Eddy County, Lea County, Otero County

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NOTE: This is the eighteen 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.texas.gov.

Name of Hospital: _____ City: _____

Contact Name: _____ Phone: _____

Suggestions/questions: