

	<b>POLICY LEVEL</b> <input checked="" type="checkbox"/> Garnet Health <input type="checkbox"/> Garnet Health Medical Center <input checked="" type="checkbox"/> Garnet Health Medical Center - Catskills <input type="checkbox"/> Garnet Health Doctors <input type="checkbox"/> Garnet Health Urgent Care	Page 1 of 5
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Department (specify) <input type="text"/>	<b>CATEGORY:</b> <input type="text" value="Financial Assistance Program"/>	<b>DOCUMENT CONTROL NUMBER:</b> <input type="text"/>

**Title:**  
**FINANCIAL ASSISTANCE POLICY**

<b>Attachments:</b> A. Financial Assistance Policy	B. Financial Aid Application C. Cover Letter D. Determination Notice	E. Appeal Form F. Sliding Scale
---	--	------------------------------------

**Purpose:**  
 To provide a reduction on a patient/responsible party's responsibility for all eligible uninsured or underinsured patients. Charges on all uninsured patients will be adjusted to approximate cost plus a slight markup. Eligible uninsured or underinsured patient/responsible party may receive further charity care reductions based on financial need. All determinations will be made in a non-discriminatory manner, following an individualized review of all documentation and the submitted application. Eligibility for Financial Assistance will be based on the current income guidelines established by the Federal Department of Health and Human Services and published in the Federal Register, encompassing sliding scale reductions up to 350% of the Federal Poverty Guidelines (FPG). Monthly, a batch file review will be completed to establish presumptive eligibility. This will be conducted by our third party vendor using proprietary software to estimate income

**Definitions:**  
**AGB** means "Amounts Generally Billed" for emergency or other medically necessary care to individuals who have insurance coverage. "Application Period" means the period during which Garnet Health must accept and process an application for financial assistance under its FAP submitted by an individual in order to have made reasonable efforts to determine whether the individual is eligible for financial assistance under the policy. The Application Period begins on the date the care is provided and ends on the latter of the 240th day after the date that the first post-discharge billing statement for the care is provided or at least 30 days after Garnet Health provides the individual with a written notice that sets a deadline after which extraordinary collection actions ("ECAs") may be initiated.

**Elective Services** means a treatment or procedure that is chosen (elected) by the patient or physician that is advantageous to the patient but is not medically necessary or urgent for a condition that is not life threatening (e.g., cosmetic surgery) and/or discretionary charges, such as private rooms, private nursing are not covered by this policy.

**EMTALA** means the Emergency Medical Treatment and Active Labor Act, 42 USC 1395dd.

**FAP** means Financial Assistance Policy.

**FPG** means Federal Poverty Guidelines.

**Medically Necessary Services** means a treatment that is a covered health service or a treatment that is mandatory to protect and enhance the health status of a patient, and could adversely affect the patient's condition if omitted, in accordance with accepted standards of medical practice.

**Policy:**

It is the policy of Garnet Health to provide the level of financial assistance to emergent, urgent, and medically necessary treatment to the greatest number of patients who reside in the Garnet Health primary service area, as well as patients that work, reside or visit the primary service area. Garnet Health reserves the right to refuse to provide financial assistance for elective services.

The Financial Assistance Summary summarizes this Financial Assistance Policy will be made available to all patients at all facilities at the time of service and upon billing. (Attachment A)

**Commitment to Provide Emergency Medical Care:** Garnet Health provides, without discrimination, care for emergency medical conditions to individuals regardless of whether they are eligible for assistance under this policy. Garnet Health will not engage in actions that discourage individuals from seeking emergency medical care, such as by demanding that emergency department patients pay before receiving treatment for emergency medical conditions or by permitting debt collection activities that interfere with the provision, without discrimination, of emergency medical care. Emergency medical services, including emergency transfers, are provided to all Garnet Health patients in a non-discriminatory manner, pursuant to Garnet Health EMTALA policy.

**Measures to Widely Publicize the Availability of Financial Assistance:** Garnet Health implements various measures to widely publicize the availability of financial assistance in the communities served. Among other things, Garnet Health will publicize the existence of its financial assistance program to the community served by posting a copy of the FAP, FAP application, and a plain language summary of the FAP on its internet website. Furthermore, patient billing statements will advise patients of the existence of the financial assistance program and notice of availability of the financial assistance program will be posted in the Patient Registration, Credit & Collection, Billing, Emergency Department, and patient waiting areas.

**Uninsured/Underinsured Patient Discounts:** Garnet Health Centers provides a discount to all uninsured patients for all services resulting in a reduction in charges down to an approximate cost, plus a slight markup. Garnet Health Doctors/Urgent Care provides a discount to all services (excluding cosmetics) using the current Medicare RBRVS Loc03 Fee Schedule.

In addition, Garnet Health provides additional discounts for the uninsured and underinsured patients eligible for financial assistance. Procedures under this discount are to be deemed medically necessary to qualify. Elective services do not qualify for this additional discount :

- Uninsured and underinsured patients at or under 200% of the Federal Poverty Guidelines will receive a 100% discount on patient liability.
- Uninsured and underinsured patients above 200% of the Federal Poverty Level may qualify for additional discounts based on a sliding income scale.
- For patients whose eligibility is between 200% and 350%, resources will not be considered.

**Authority to Approve and Update Discount:** On an ongoing basis, and at minimum annually, the Chief Financial

Officer (CFO) and/or Vice President, Revenue Strategy & Managed Care, have been granted the authority to approve and update the charge discounts based on updated costs.

**Basis for Calculating Amounts Charged to Patients Eligible for Financial Assistance:** Following a determination of eligibility under this policy, a patient eligible for financial assistance will not be charged more for emergency or other medically necessary care than AGB. Garnet Health uses the Look-Back Method to determine AGB for each of its hospital facilities. Under this method, AGB is calculated by dividing the sum of all of its claims for emergency and other medically necessary care that have been allowed by Medicare fee-for-service that pay claims to the respective hospital facility during a prior 12-month period by the sum of the associated gross charges for those claims. Garnet Health will begin applying the AGB percentage by the 120<sup>th</sup> day after the end of the 12-month period used in the calculation. Members of the public may obtain the current AGB percentage for any Garnet Health location free of charge by submitting a written request to the Credit & Collections Department, as indicated at the end of this policy, or online at [www.garnethealth.org](http://www.garnethealth.org).

Garnet Health does not bill or expect payment of gross charges from patient/responsible party who qualify for financial assistance under this policy. Patients will not be charged more than the AGB.

**How to Apply for Financial Assistance:** An evaluation of the patient's financial situation will be completed with the use of a Financial Assistance Application (with supporting documentation from the patient/responsible party) (**Attachments B and C**).

- A patient or someone on his or her behalf, including a member of the Garnet Health staff, can complete the application form.
- All applications must be signed and dated by the person making the request.
- Applications will not be deemed completed until all income documentation required is provided.
- All applications will indicate the date, name and title of the Garnet Health employee reviewing the said application.
- As part of financial assistance counseling, the patient will be screened for Medicaid eligibility, if still within the timeframe (90 days) from the date of service.

**Financial Assistance Eligibility Determinations:** Determination of eligibility will be made, in writing, to each applicant within 30 days of receipt of complete application and documentation (**Attachment D**). Determinations will be based on the application and information submitted. The following assets are excluded:

- The patient's primary residence
- Tax deferred or comparable retirement savings
- College savings accounts
- Cars used by the patient or patient's immediate family

A copy of all determinations will be kept on file.

**Appealing a Financial Assistance Eligibility Determination:** Once a denial determination is made, the patient will have 30 days from receipt of written notification to submit an appeal, in writing, with supporting documentation (**Attachment E**).

**Installment Payments:** The patient/responsible party may arrange to pay on an installment plan. The monthly payment of the installment plan is capped at 10% of the eligible patients' gross monthly income. Any deposit amount will be included as part of financial assistance settlement.

**Financial Assistance Eligibility and Discounts:** The Federal Poverty Guidelines as published in the Federal Register (and updated annually) will be used to determine additional discounts for uninsured and the underinsured eligible

patients (**Attachment F**).

**Actions Taken in the Event of Nonpayment:** Information regarding the actions that Garnet Health may take in the event of nonpayment are described in a separate Billing and Collection Policy. Members of the public may obtain a free copy of this separate policy from Garnet Health via the contact information listed below. Among other things, the policy provides as follows:

- During the financial assistance determination process, collection efforts will be placed on hold and account will be assigned to a Charity financial status.
- In the event of non-payment, collection follow up of a minimum of 120 days from first statement will be made. The patient will receive a series of collection notices at various stages of the 120 day process including a final notice.
- If there is no response to collection efforts after the final notice, the account will be referred to a collection agency whose collection actions may include civil actions and reporting information to the credit bureau.
- Outside collection agencies will make the assistance application available to patients.
- Accounts pending payment from Medicaid for eligible patients will not be referred to collections.
- Collection agencies will obtain prior written approval from the hospital if legal action may be taken.

**Financial Assistance Approval:** The approval of financial assistance will be good for 180 days from the approval date. The individual will be required to submit a new application after the initial expiration date.

**Presumptive Financial Assistance Eligibility:** In circumstances where documentation is unobtainable or patients do not complete an application for financial assistance, Garnet Health may grant financial assistance without a formal request, based on presumptive circumstances. In cases where an application is in process with documents and a presumptive eligibility write-off has occurred the documentation will be used as the basis to determine the eligibility percentage.

- Presumptive eligibility will be based on a proprietary credit-scoring program. This will not negatively impact the patients FICO score.
- For patients with established eligibility at or below 200% of the FPG, by credit scoring, said accounts will be deemed eligible for 100% write off of account balances, with no other requirements.
- Patients covered by out of state Medicaid where the hospital is not an authorized provider and where the out of state enrollment or reimbursement makes it prohibitive for the hospital to become a provider, will be eligible for charity upon verification of Medicaid coverage for the service date(s). No other documents will be required in order to approve the charity application. The hospital may submit the application and verification of coverage as proof of qualification.

**Eligible Providers:** This policy applies to emergency and other medically necessary care provided by the following facilities within Garnet Health:

- Garnet Health Medical Center
- Garnet Health Medical Center- Catskills
- Garnet Health Doctors (Orange and Catskill)
- Garnet Health Urgent Care (Orange and Catskill)
  - a. In addition to care delivered by Garnet Health, emergency and medically necessary care delivered by the providers listed below is also covered under this Financial Assistance Policy:

Emergency Department Services | SCP Health (Schumacher Group)

200 Corporate Blvd  
 Lafayette, LA 70508  
 Phone: 800.893.9698

- See <https://www.garnethealth.org> for a complete list of all providers, in addition to Garnet Health itself, delivering emergency or other medically necessary care at Garnet Health hospital facilities that specifies which providers are covered by this policy and which are not covered.

**Contact Information.**

**Garnet Health Medical Center/ Garnet Health Doctors/ Garnet Health Urgent Care**  
**Credit & Collections**  
 75 Crystal Run Road  
 Middletown, NY 10940  
 Telephone-845-333-1000  
 Website-[www.garnethealth.org](http://www.garnethealth.org)

**Garnet Health Medical Center-Catskills/ Garnet Health Doctors/ Garnet Health Urgent Care**  
**Credit & Collections**  
 68 Harris-Bushville Road  
 Harris, NY 12742  
 Telephone-845-333-4901  
 Website-[www.garnethealth.org](http://www.garnethealth.org)

**Standard(s):**

**Reference(s): Hospital Financial Assistance Law (HFAL)-subdivision 9-a, to Section 2807-k of the NYS Public Health Law; Section 501(r) of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations issued thereunder.**

**Public Health Law 2807-k-(9-a)- financial aid**

Financial Assistance Policy

**Author/Title:**

Administrator, Patient Access

**Approver/Title:**

James Grigg/CFO

**Concurrences**

Credit & Collection Department	Garnet Health Administrator
VP, Revenue Strategy/Managed Care	Patient Financial Services
Compliance Office	

**Document Control**

Status Key:		A = New	B = Reviewed + #	C = Revised + #	D = Archived
Status	#	Description of Change		Date	Author/Title
C	0	Input into new format, update to 501r regulations		7/2020	