



FINANCIAL ASSISTANCE FOR THE UNINSURED & UNDERINSURED APPLICATION

Financial Assistance Instructions and Plain Language Summary

This is an application for financial assistance (also known as charity care) at Willapa Harbor Hospital. **Washington State requires all hospitals to provide financial assistance** to people and families who meet certain income requirements. You may qualify for free care or reduced-price care based on your family size and income, even if you have health insurance. Federal Poverty guidelines can be found on our website @ <http://willapaharborhospital.com>. No individual qualifying under the Financial Assistance Policy shall be charged more than the Amounts Generally Billed (AGB) for emergency care or other medically necessary services.

What does financial assistance cover? The hospital financial assistance covers appropriate hospital/clinic based services provided by Willapa Harbor Hospital depending upon your eligibility. Financial assistance may not cover all health care costs, including services provided by other organizations. Elective services are not covered by the Financial Assistance Program.

If you have questions or need help completing this application: Please contact our Business Office at 360.875.4503. You may obtain a free copy of the Financial Assistance Policy and Application Form by mail and obtain help for any reason, including disability and language assistance. Spanish version of the FAP and plain language summary are available at the website or in the business office.

In order for your application to be processed, you must:

- Provide us information about your family**
Fill in the number of family members in your household (family includes people related by birth, marriage, or adoption who live together)
- Provide us information about your family's gross monthly income (income before taxes and deductions)**
- Provide documentation for family income and declare assets**
- Attach additional information if needed**
- Sign and date the form**

Note: You do not have to provide a Social Security number to apply for financial assistance. If you provide us with your Social Security number, it will help speed up processing of your application. Social Security numbers are used to verify information provided to us. If you do not have a Social Security number, please mark "not applicable" or "NA."

Mail or fax completed application with all documentation to: Willapa Harbor Hospital, P. O. Box 438, South Bend, Washington 98586 or fax to: 360.875.6336. Be sure to keep a copy for yourself.

P. O. Box 438 • South Bend, Washington 98586 • Phone (360) 875-5526 • FAX (360) 875-6336



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To submit your completed application in person, or if you have any questions about the process, you may visit us in person at: Business Office @ Willapa Harbor Hospital, 800 Alder St, South Bend WA, 98586. Office hours are: Monday – Friday 8:00am to 4:30pm. Phone: 360-875-4503.

We will notify you of the final determination of eligibility and appeal rights, if applicable, within 14 calendar days of receiving a complete financial assistance application, including documentation of income.

By submitting a financial assistance application, you give your consent for us to make necessary inquiries to confirm financial obligations and information.

**We want to help. Please submit your application promptly!
You may receive bills until we receive your information.**



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Financial Assistance Application Form – confidential

Please fill out all information completely. If it does not apply, write "NA." Attach additional pages if needed.

SCREENING INFORMATION

Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, list preferred language:</i>
Has the patient applied for Medicaid? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>May be required to apply before being considered for financial assistance</i>
Does the patient receive state public services such as TANF, Basic Food, or WIC? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the patient currently homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the patient's medical care need related to a car accident or work injury? <input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE NOTE

- We cannot guarantee that you will qualify for financial assistance, even if you apply.
- Once you send in your application, we may check all the information and may ask for additional information or proof of income.
- Within 14 calendar days after we receive your completed application and documentation, we will notify you if you qualify for assistance.

PATIENT AND APPLICANT INFORMATION

Patient first name	Patient middle name	Patient last name
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (may specify _____)	Birth Date	Patient Social Security Number (optional*) <small><i>*optional, but needed for more generous assistance above state law requirements</i></small>
Person Responsible for Paying Bill	Relationship to Patient	Birth Date
		Social Security Number (optional*) <small><i>*optional, but needed for more generous assistance above state law requirements</i></small>
Mailing Address		Main contact number(s)
_____ _____		() _____ () _____
City	State	Zip Code
		Email Address: _____
Employment status of person responsible for paying bill		
<input type="checkbox"/> Employed (date of hire: _____) <input type="checkbox"/> Unemployed (how long unemployed: _____) <input type="checkbox"/> Self-Employed <input type="checkbox"/> Student <input type="checkbox"/> Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Other (_____)		



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FAMILY INFORMATION

List family members in your household, including you. "Family" includes people related by birth, marriage, or adoption who live together.

FAMILY SIZE _____

Attach additional page if needed

Name	Date of Birth	Relationship to Patient	If 18 years old or older: Employer(s) name or source of income	If 18 years old or older: Total gross monthly income (before taxes):	Also applying for financial assistance?
					Yes / No
					Yes / No
					Yes / No
					Yes / No

All adult family members' income must be disclosed. Sources of income include, for example:
 - Wages - Unemployment - Self-employment - Worker's compensation - Disability - SSI - Child/spousal support
 - Work study programs (students) - Pension - Retirement account distributions - Other (*please explain* _____)

INCOME INFORMATION

REMEMBER: *You must include proof of income with your application.*

You must provide information on your family's income. Income verification is required to determine financial assistance.

All family members 18 years old or older must disclose their income. If you cannot provide documentation, you may submit a written signed statement describing your income. Please provide proof for every identified source of income.

Examples of proof of income include:

- A "W-2" withholding statement; or
- Current pay stubs (**3 months**); or
- Last year's income tax return, including schedules if applicable; or
- Written, signed statements from employers or others; or
- Approval/denial of eligibility for Medicaid and/or state-funded medical assistance; or
- Approval/denial of eligibility for unemployment compensation.

If you have no proof of income or no income, please attach an additional page with an explanation.



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EXPENSE INFORMATION

We use this information to get a more complete picture of your financial situation.

Monthly Household Expenses:

Rent/mortgage \$ _____	Medical expenses \$ _____
Insurance Premiums \$ _____	Utilities \$ _____
Other Debt/Expenses \$ _____ <i>(child support, loans, medications, other)</i>	

ASSET INFORMATION

This information may be used if your income is above 200% of the Federal Poverty Guidelines.

Current checking account balance \$ _____ Current savings account balance \$ _____	Does your family have these other assets? <u>Please check all that apply</u> <input type="checkbox"/> Stocks <input type="checkbox"/> Bonds <input type="checkbox"/> 401K <input type="checkbox"/> Health Savings Account(s) <input type="checkbox"/> Trust(s) <input type="checkbox"/> Property (excluding primary residence) <input type="checkbox"/> Own a business
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ADDITIONAL INFORMATION

Please attach an additional page if there is other information about your current financial situation that you would like us to know, such as a financial hardship, excessive medical expenses, seasonal or temporary income, or personal loss.

PATIENT AGREEMENT

I understand that Willapa Harbor Hospital may verify information by reviewing credit information and obtaining information from other sources to assist in determining eligibility for financial assistance or payment plans.

I affirm that the above information is true and correct to the best of my knowledge. I understand if the financial information I give is determined to be false, the result may be denial of financial assistance, and I may be responsible for and expected to pay for services provided.

Signature of Person Applying _____ Date



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ELECTIVE SERVICES NOT COVERED BY FINANCIAL ASSISTANCE POLICY

In accordance with the Willapa Harbor Hospital Financial Assistance Policy, only certain services are covered for Financial Assistance. The Policy states:

Financial assistance may cover all appropriate hospital-based medical services, received in the hospital inpatient or outpatient/clinic setting. Services not qualifying under financial assistance may include transportation costs, elective procedures, or separately billable professional services provided by the hospital's medical staff. Non-residents of Washington State are eligible for Financial Assistance consistent with Washington Administrative Code 246-453-060, which includes emergent, non-scheduled services only.

Services provided by Willapa Harbor Hospital which are not covered under the Financial Assistance Policy include, but are not limited to, the following elective procedures: (not an all-inclusive listing)

Cosmetic Procedures of any type (unless restorative and medically necessary)

Drug Screens (Industrial)

Orthopedic Surgery – Elective- Subject to appropriate hospital based medical services.

Pap and breast exam (always refer to Karen Hilburn or Breast and Cervical Health programs)-ok to cover by policy if the service is not covered by Karen Hilburn or Breast and Cervical)

Transportation Costs

Wart/Mole Removal