



Policy and Procedure

Policy #:

Status:

Version #:

Effective Date: 01/2003

Scope: NCMC

Population:

North Colorado Medical Center

Title: *INDIGENT CARE/CHARITY*

I. Purpose:

- A. A single committee to assist North Colorado Medical Center in determining the need for financial assistance for care to needy patients is established.

II. Policy:

- A. Financial assistance will be extended in the amount authorized by the Board of Directors to needy patients of North Colorado Medical Center for services deemed medically necessary. In each case, documentation of financial need shall be recorded and maintained on file for each case considered.

III. Procedure/Intervention(s):

- A. Determination of need will be a seven (7) member Charity Committee appointed by the Board of Directors consisting of community and NCMC representatives serving staggered three (3) year terms of appointment. There is no discriminate basis on race, sex, family compassion, employment or any other factor, other than the financial need. Applicants shall be awarded charity as deemed appropriate, based on the Committee's knowledge of the following criteria:
 - 1. The Ability to Pay Scale
 - 2. Family Size
 - 3. Consistence and/or availability of employment
 - 4. Indebtedness
 - 5. Assets
 - 6. Eligibility status for other assistance programs
 - 7. Type of service or treatment
 - 8. Reason for medical care and/or future need of medical care
 - 9. Letter of explanation of need
- B. The Charity Committee shall be authorized to determine the need and amount of financial assistance in individual cases referred by the Patient Account Manager, the Director/Vice President, Financial Services, or the Medical Center President. This authorization shall include, but is not limited to, those patients considered under charity and the NCMC Charity Trust.
- C. The Patient Accounts Manager shall be authorized to determine and/or identify as Charity Care, those patients falling within one of the following categories:
 - 1. A deceased patient with no assets
 - 2. A medically indigent Medicare patient
 - 3. The Patient Accounts Manager shall make determinations on information obtained from the bad debt list, North Colorado Medical Center's collection agencies, the Medicare bad debt list, the Credit Office and the Insurance Billing Department.

IV. Documentation (Documents & Forms):

- A. N/A

V. Additional Information:

- A. N/A



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VI. References:

A. N/A

VII. Other Related Policy/Procedures:

A. None

VIII. Cross Index As:

A. N/A

Concurrences: North Colorado Medical Center Board of Directors, Administrative Council

Distribution List: All

Other Related Policy/Procedure/Guidelines: None

Replaces: Charity Policy

Suggested Key Words: charity, financial assistance

Revisions: 01/2003

Prior Revision Date: 10/80, 8/82, 8/85, 7/88, 3/91, 7/94, 1/97, 12/99

Approvals

Signature: _____
CEO: Jon Sewell

Date: _____