

	MARSING AMBULANCE EMS DISTRICT POLICY & PROCEDURES	Effective Date: 3/20/2025
TITLE: Charity Review Procedure		Revision Date:
APPROVAL: <div style="display: flex; justify-content: space-around;"><div data-bbox="191 541 548 688"> Chairman</div><div data-bbox="865 541 1182 688"> EMS Chief</div></div>		

PURPOSE:

The purpose of this procedure is to ensure that all requests for billing charity review are handled in a consistent manner.

PROCEDURE:

- I. Billing Company (SDW)
 - A. Obtain request in writing from the patient for consideration of charity reduction in billed amount
 - B. Obtain financial documents from patient supporting request
 - 1. Prior years tax records (W2's)
 - 2. Last 2 months pay stubs – if employed
 - 3. Financial assistance application
 - 4. Any other documentation determined relevant
- II. EMS Chief
 - A. Collaborate with billing company to assure required documentation is obtained
 - B. Communicate with patient to obtain attendance at Board meeting
 - C. Submit “Final determination of financial assistance” to billing company after Board meeting
 - D. Refer local residence to Marsing Disaster Fund as option for assistance
- III. Board
 - A. Review financial material submitted for consideration
 - B. Hear testimony provided by patient directly to the Board during a Board meeting
 - C. Request additional information or documentation if not sufficiently provided to support a final determination
 - D. Consider patient income relevant to federal poverty level (chart available from HHS annually)
 - 1. Pt income
 - 2. Family size
 - 3. HHS poverty level for family size (100%)

Charity Review Procedure

E. Make final determination of charity

1. Insurance only – waive deductible
2. Reduce total bill by 25% - income @ 175% poverty level
3. Reduce total bill by 50% - income @ 150% poverty level
4. Reduce total bill by 75% - income @ 125% poverty level
5. Waive all fees – income @ or below poverty level
6. No change