

**Pemiscot Memorial Health Systems
Patient Accounts Policies and Procedures**

Charity Care Policy

POLICY

It is the policy of Pemiscot Memorial Health Systems to render medical care to all patients regardless of their ability to pay. The Federal Poverty Income Guidelines, as updated on an annual basis from the Department of Health and Human Services, will be used in determining the level of obligation for each charity care patient.

PROCEDURE

The following procedure has been established to determine the eligibility for consideration for a “charity care allowance adjustment”:

- 1. A formal Charity Evaluation Review Form will be completed to determine the patient’s and/or guarantor’s ability to meet his/her financial obligation.**
- 2. The annual income will be verified by review of the following:**
 - a. Prior year Federal Income Tax Return**
 - b. Most recent W-2 Form**
 - c. Immediate past three (3) pay check stubs**
 - d. Amount of Social Security Check if applicable**
- 3. Total Annual Income will be calculated and compared to the latest Federal Poverty Income Guidelines from the Department of Health and Human Services.**
- 4. Upon final determination, the Patient and/or Guarantor will be notified and provided a “Determination of Eligibility” Letter.**
- 5. The Account Balance will adjusted as indicated by the “Determination of Eligibility” procedure.**
- 6. All documentation will be placed in a separate file for future reference.**