

**Texas Nonprofit Hospitals \***  
**Part II**  
**Summary of Current Hospital Charity Care Policy and Community Benefits**  
**for Inclusion in DSHS Charity Care Manual as Required**  
**by Texas Health and Safety Code, § 311.0461\*\***

**Facility Identification (FID):** 1416499 (Enter 7-digit FID# from attached hospital listing)\*\*\*

**Name of Hospital:** El Paso Children's Hospital **County:** El Paso

**Mailing Address:** 4845 Alameda

**Physical Address if different from above:** \_\_\_\_\_

**Effective Date of the current policy:** 02/14/2012

**Date of Scheduled Revision of this policy:** 02/14/2014

**How often do you revise your charity care policy?** every 2 years

**Provide the following information on the office and contact person(s) processing requests for charity care.**

Name of the office/department: Cymetrix

Mailing Address: 2701 Highpoint Oaks Dr Suite 124 Lewisville, TX 75067

Contact Person: Mitzi Power Title: Vice President Central Region-Cymetrix

Phone: (469) 322-5003 Fax: (469) 322-5068 E-Mail mitzi.power@cymetrix.com

Person completing this form if different from above:

Name: Sonia Gomez Phone: (915) 298-5444

\* This summary form is to be completed by each **nonprofit** hospital. Hospitals in a system must report on an individual hospital basis. Public hospitals, for-profit hospitals participating in the Medicaid disproportionate share hospital program and exempt hospitals are not required to complete this form. This form is only available in PDF format at DSHS web site: [www.dshs.state.tx.us/chs/hosp](http://www.dshs.state.tx.us/chs/hosp) under 2012 Annual Statement of Community Benefits Standard.

\*\* The information in the manual will be made available for public use. Please report most current information on the charity care policy and community benefits provided by the hospital.

\*\*\* The list is also available on DSHS web site: [www.dshs.state.tx.us/chs/hosp/](http://www.dshs.state.tx.us/chs/hosp/).

**I. Charity Care Policy:**

1. Include your hospital's Charity Care Mission statement in the space below.

none adopted at this time

2. Provide the following information regarding your hospital's current charity care policy.

a. Provide definition of the term **charity care** for your hospital.

Uninsured or underinsured patient of EPCH who is accepted for care with no obligation or with a discounted obligation to pay for the services rendered. A patient whose medical or hospital bills, after payment by third-party payers, exceed a specified percentage of the person's income and who is unable to pay the remaining bill.

b. What percentage of the federal poverty guidelines is financial eligibility based upon?

Check one.

1. <100%



4. <200%

2. <133%

5. Other, specify \_\_\_\_\_

3. <150%

c. Is eligibility based upon net or  gross income? Check one.

d. Does your hospital have a charity care policy for the Medically Indigent?

YES NO If yes, provide the definition of the term **Medically Indigent**.

Medically Indigent means a patient who is a resident of El Paso County and whose medical or hospital bills, after payment by third-party payers, exceed a specified percentage of the person's income and who is unable to pay the remaining bill.

e. Does your hospital use an Assets test to determine eligibility for charity care?

YES NO If yes, please briefly summarize method.

Any transfer of title to real property that the applicant has made in the preceding 24 months

f. Whose income and resources are considered for income and/or assets eligibility determination.

1. Single parent and children

2. Mother, Father and Children

3. All family members



4. All household members

5. Other, please explain \_\_\_\_\_

g. What is included in your definition of income from the list below? Check all that apply.

- 1. Wages and salaries before deductions
- 2. Self-employment income
- 3. Social security benefits
- 4. Pensions and retirement benefits
- 5. Unemployment compensation
- 6. Strike benefits from union funds
- 7. Worker's compensation
- 8. Veteran's payments
- 9. Public assistance payments
- 10. Training stipends
- 11. Alimony
- 12. Child support
- 13. Military family allotments
- 14. Income from dividends, interest, rents, royalties
- 15. Regular insurance or annuity payments
- 16. Income from estates and trusts
- 17. Support from an absent family member or someone not living in the household
- 18. Lottery winnings
- 19. Other, specify \_\_\_\_\_

3. Does application for charity care require completion of a form?  YES NO

If YES,

a. **Please attach a copy of the charity care application form.**

b. How does a patient request an application form? Check all that apply.

- 1. By telephone
- 2. In person
- 3. Other, please specify mail \_\_\_\_\_

c. Are charity care application forms available in places other than the hospital?

YES  NO If, YES, please provide name and address of the place.

d. Is the application form available in language(s) other than English?

YES NO

If yes, please check

Spanish  Other, please specify \_\_\_\_\_

4. When evaluating a charity care application,

a. How is the information verified by the hospital?

- 1. The hospital independently verifies information with third party evidence (W2, pay stubs)
- 2. The hospital uses patient self-declaration
- 3. The hospital uses independent verification and patient self-declaration

b. What documents does your hospital use/require to verify income, expenses, and assets? Check all that apply.

- 1. W2-form
- 2. Wage and earning statement
- 3. Pay check remittance
- 4. Worker's compensation
- 5. Unemployment compensation determination letters
- 6. Income tax returns
- 7. Statement from employer
- 8. Social security statement of earnings
- 9. Bank statements
- 10. Copy of checks
- 11. Living expenses
- 12. Long term notes
- 13. Copy of bills
- 14. Mortgage statements
- 15. Document of assets
- 16. Documents of sources of income
- 17. Telephone verification of gross income with the employer
- 18. Proof of participation in govt assistance programs such as Medicaid
- 19. Signed affidavit or attestation by patient
- 20. Veterans benefit statement
- 21. Other, please specify \_\_\_\_\_

5. When is a patient determined to be a charity care patient? Check all that apply.

- a. At the time of admission
- b. During hospital stay
- c. At discharge
- d. After discharge

- e. Other, please specify \_\_\_\_\_
6. How much of the bill will your hospital cover under the charity care policy?
- a. 100%
  - b. A specified amount/percentage based on the patient's financial situation
  - c. A minimum or maximum dollar or percentage amount established by the hospital
  - d. Other, please specify \_\_\_\_\_
7. Is there a charge for processing an application/request for charity care assistance?
- YES  NO
8. How many days does it take for your hospital to complete the eligibility determination process? 0-30 days
9. How long does the eligibility last before the patient will need to reapply? Check one.
- a. Per admission
  - b. Less than six months
  - c. One year
  - d. Other, specify \_\_\_\_\_
10. How does the hospital notify the patient about their eligibility for charity care?  
Check all that apply?
- a. In person
  - b. By telephone
  - c. By correspondence
  - d. Other, specify \_\_\_\_\_
11. Are all services provided by your hospital available to charity care patients?
- YES NO
- If NO, please list services not covered for charity care patients (e.g. transplant services, ER services, other outpatient services, physician's fees).
12. Does your hospital pay for charity care services provided at hospitals owned by others?
- YES  NO

## **II. Community Benefits Projects/Activities:**

Provide information on name, brief description (3 lines), target population or purpose (3 lines) for each of the community benefits projects/activities CURRENTLY being undertaken by your hospital (example: diabetes awareness).

In 2012, El Paso Children's Hospital elevated pediatric healthcare in West Texas and Southern New Mexico by opening as the only dedicated and first separately licensed children's hospital in El Paso County. El Paso Children's Hospital successfully recruited over 30 pediatric subspecialists to serve the children of the region and El Paso County's only Pediatric Neurosurgeon as well as El Paso County's only two Pediatric Interventional Radiologists. The recruitment of pediatric subspecialists has raised the level and standard of pediatric healthcare for the children of El Paso County and the region. In addition to opening the only separately licensed dedicated children's hospital open to all children, all the time, El Paso Children's Hospital elevated pediatric cancer awareness, asthma education awareness, and pediatric emergency awareness. El Paso Children's Hospital, home to 3 pediatric oncologists from February 14, 2012- September 30, 2012, participated in St. Baldrick's, and partnered with Conkerr Cancer and Candlelighters to raise awareness in the community about pediatric cancer and oncology services available in El Paso. El Paso Children's Hospital participated and partnered in community outreach activities to inform children and families about pediatric health services now available in El Paso and asthma education. We partnered with local school districts to conduct health fairs and sponsored a children's event Generation 2000 to elevate asthma awareness, reaching 15,000 families in these activities alone. Raising awareness on pediatric emergencies and working to standardize pediatric healthcare in El Paso is also one of El Paso Children's Hospital's initiatives. We have partnered with the school districts to educate school nurses about types of pediatric emergencies seen, what kinds of emergencies need to be sent to hospitals and provided them resources to pediatric specialists available to assist them at El Paso Children's Hospital. Members of EPCH Staff also are actively involved with BorderRAC (Regional Advisory Council), the far west Texas and southern, New Mexico regional advisory council on trauma and healthcare.

### **Additional Information:**

Use this space if more space is required for comments or to elaborate on any of the information supplied on this form. Please refer to the response by question and item number.

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**NOTE:** This is the twelfth year the charity care and community benefits form is being used for collecting the information required under Texas Health and Safety Code, § 311.0461. If you have any suggestions or questions, please include them in the space below or contact Dwayne Collins, Center for Health Statistics, Texas Department of State Health Services at (512) 776-7261 or fax: (512) 776-7344 or E-mail: [dwayne.collins@dshs.state.tx.us](mailto:dwayne.collins@dshs.state.tx.us).

Name of Hospital: \_\_\_\_\_ City: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Suggestions/questions:**