Name of Hospital: Baylor Scott & White Medical Center - Llano
County: Llano
Mailing Address: 2401 S 31st Street, Temple, TX 76508
Physical Address if different from above: 200 W Ollie St, Llano, TX 78643
Effective Date of the current policy: 05/01/2016
Date of Scheduled Revision of this policy: 07/01/2017
How often do you revise your charity care policy? Yearly at a minimum

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

Name of the office/department: Access Services
Mailing Address: 200 W Ollie St, Llano, TX 78643
Contact Person: Michelle Caropepe
Title: Director
Phone: (830) 201-8117 Fax: E-Mail Michelle.Caropepe@bswhealth.org

Person completing this form if different from above:
Name: Lori Norton Phone: (214) 820-8556
I. Charity Care Policy:

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

Baylor Scott & White Health ("BSWH") exists to serve all people by providing personalized health and wellness through exemplary care, education and research as a Christian ministry of healing. As part of its mission and commitment to the community, BSWH Controlled Affiliates provide financial assistance to patients who qualify for assistance pursuant to this Policy.

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

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

Financial assistance provided to individuals who are financially indigent or medically indigent and satisfy certain requirements.

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

Check one.

1. <100% ✓ 4. <200%
2. <133%
3. <150%

5. Other, specify __________________________

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 whose medical or hospital bills from all related or unrelated providers, after payment by all third parties, exceed 5% of their Yearly Household Income, whose Yearly Household Income is greater than 200% but less than __________________________

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

 ✓ YES   NO   If yes, please briefly summarize method.
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

See Additional Information

Section ________________________
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

Any other sources available. See additional information section.

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

      Written request by mail or online at bswhealth.com

   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.

      Baylor Scott & White Health, 2001 Bryan Street, Suite 2600, Dallas, TX 75201
d. Is the application form available in language(s) other than English?

☑ YES  ☐ NO

If yes, please check

Spanish ☑ ☑ Other, please specify Russian, Vietnamese, Mandarin, Korean, Arabic & French

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 See Additional Information Section
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  See Additional Information Section  

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?  Varies

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  Re-affirmation required after 6 months. If no changes have occurred, eligibility lasts a total of one year.

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).
    2992318
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).

Please see attached PDF Document

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.

2f. If the patient is an adult, "Yearly Household Income" means the sum of the total yearly gross income or estimated yearly income of the patient and the patient's spouse. If the patient is a minor, "Yearly Household Income" means the sum of the total
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

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.

Name of Hospital: ___________________________ City: ___________________________
Contact Name: ___________________________ Phone: ___________________________

Suggestions/questions:

http://www.dshs.state.tx.us/chs/hosp/