Community Hospital of San Bernardino
Financial Assistance Application Form Instructions

This is an application for financial assistance at a *CommonSpirit Health* facility.

CommonSpirit Health provides financial assistance to people and families who meet certain income requirements. You may qualify for free care or discounted care based on your family size and income, even if you have health insurance. Assistance is provided for those patients whose family income is lower than 500% of the Federal Poverty Level Guidelines. Information on the Federal Poverty Level Guidelines can be found at **http://aspe.hhs.gov/poverty-guidelines**.

What does financial assistance cover? The hospital financial assistance covers appropriate hospital- based services provided by CommonSpirit Health depending upon your eligibility. Financial assistance may not cover all health care costs, including services provided by other organizations.

If you have questions or need help completing this application: You may obtain help for any reason, including disability and language assistance at: (909) 806-1304

In order for your application to be processed, you must:

- □ **Provide us information about your family**
- □ **Provide us information about your family's gross monthly income (income before taxes and deductions)**
- □ **Provide documentation for family income**
- □ **Provide documentation for family assets**
- □ **Attach additional information if needed**
- □ **Sign and date the form**

Note: **You do not have to provide a Social Security number to apply for financial assistance**. If you provide us with your Social Security number, it will help speed up processing of your application. Social Security numbers are used to verify information provided to us. If you do not have a Social Security number, please mark "not applicable" or "NA."

Mail or fax completed application with all documentation to: Community Hospital of San Bernardino, 1805 Medical Center Dr.,San Bernardino, CA 92412, Fax: 909-887-4164. Be sure to keep a copy for yourself.

To submit your completed application in person: Community Hospital of San Bernardino, 1805 Medical Center Drive , San Bernardino, CA 92411

We will notify you of the final determination of eligibility and appeal rights, if applicable, within 30 calendar days of receiving a complete financial assistance application, including documentation of income.
By submitting a financial assistance application, you give your consent for us to make necessary inquiries to confirm financial obligations and information.

Dignity Health.

Community Hospital of San Bernardino
Financial Assistance Application Form – Confidential

We want to help. Please submit your application promptly!

You may receive bills until we receive your information.

Please fill out all information completely. If it does not apply,write "NA."
Attach additional pages if needed.

SCREENING INFORMATION
Do you need an interpreter? □ **Yes** □ **No** *If Yes, list preferred language:*
Has the patient applied for Medicaid? □ **Yes** □ **No** *May be required to apply before being considered for financial assistance*
Does the patient receive state public services such as food stamps or WIC (Women, Infants, and Children)? □ **Yes** □ **No**
Is the patient currently homeless? □ **Yes** □ **No**
Is the patient's medical care related to a car accident or work injury? □ **Yes** □ **No**
List of Dignity Health or CommonSpirit Health hospital(s) where you were treated:

PLEASE NOTE

- We cannot guarantee that you will qualify for financial assistance, even if you apply.
- Once you send in your application, we may check all the information and may ask for additional information or proof of income.

Dignity Health.

PATIENT AND APPLICANT INFORMATION			
Patient first name	Patient middle name		Patient last name
Date of Birth	Patient Account Numbers:		Patient Social Security Number (optional*)
Person Responsible for Paying Bill	Relationship to Patient	Birth Date	Social Security Number (optional*)
_____ Mailing Address _____ City State Zip Code			Main contact number(s) ( ) _____ ( )_____ Email Address: _____

Employment status of person responsible for paying bill

□ **Employed** (date of hire:_____) □ **Unemployed** (how long unemployed:_____)

□ **Self-Employed** □ **Student** □ **Disabled** □ **Retired** □ **Other** (_____)

Dignity Health.

FAMILY INFORMATION

List family members in your household, including you. A patient's "Family" includes:

- For persons 18 years of age and older - a spouse, domestic partner, and dependent children under 21 years of age, whether living at home or not.
- For persons under 18 years of age - a parent, caretaker relatives, and other children under 21 years of age of the parent or caretaker relative.

FAMILY SIZE_____ *Attach additional page if needed*

Name	Date of Birth	Relationship to Patient	If 18 years old or older: Employer(s) name or source of	If 18 years old or older: Total gross monthly income (before taxes):	Also applying for financial assistance?
					Yes/No
					Yes/No
					Yes/No
					Yes/No
					Yes/No
					Yes/No

All adult family members' income must be disclosed. Sources of income include, for example:

- Wages - Unemployment - Self-employment - Worker's compensation - Disability - SSI
- Child/spousal support - Work study programs (students) - Pension - Retirement account distributions
- Other (*please identify:*_____)

Dignity Health.

Community Hospital of San Bernardino
Financial Assistance Application Form – Confidential

INCOME INFORMATION

***REMEMBER**: You must include proof of income with your application.*

You must provide information on your family's income. Income verification is required to determine financial assistance.

All family members 18 years old or older must disclose their income. Please provide proof for every identified source of income.

Examples of proof of income include:

- Most recent tax return, including schedules if applicable; or
- A "W-2" withholding statement; or
- Current pay stubs (*6 months*); or
- Written, signed statements from employers or others; AND
- Approval/denial of eligibility for Medicaid and/or state-funded medical assistance; or
- Approval/denial of eligibility for unemployment compensation.

If you have no proof of income or no income, please attach an additional page with a signed statement explaining how you support basic living expenses (such as housing, food, and utilities).

ASSET INFORMATION

***REMEMBER**: You must include proof of assets with your application*

You must provide information on all assets owned by any family member. Asset verification is required to determine financial assistance.

All family members 18 years old or older must disclose their available financial resources. Please provide proof for every identified asset source Examples of proof of income include:

- Current bank statements (showing most recent 3 months)
    - Checking Account(s)
    - Savings Account(s)
- Investments, including stocks and bonds
- Trust funds
- Money Market Account(s)
- Mutual funds
- Other investment funds that will not incur a penalty if funds are withdrawn.

Dignity Health.

ADDITIONAL INFORMATION

Please attach an additional page if there is other information about your current financial situation that you would like us to know, such as a financial hardship, excessive medical expenses, seasonal or temporary income, or personal loss.

PATIENT AGREEMENT

I understand that CommonSpirit Health may verify information by reviewing credit information and obtaining information from other sources to assist in determining eligibility for financial assistance or payment plans.

- I certify that the information I have provided is true and accurate to the best of my knowledge.
- I will independently or with the assistance of hospital personnel apply for ANY and ALL Assistance which may be available through federal, state, local government and private sources to help pay this healthcare bill.
- I understand that if I do not cooperate with CommonSpirit Health in providing requested information, my application may be denied.
- I understand that the information which I submit is subject to verification by CommonSpirit Health, including credit reporting agencies and subject to review by Federal and/or State agencies and others as required.
- I understand that additional information may be requested in order to qualify for assistance.

If you receive payment from an insurance company, workers compensation plan, or any other third party, you agree to inform the hospital of any such payment. The hospital retains its right to collect the original, full billed charges should a third party provide you with payment for the hospital's services.

_____ _____

Signature of Person Applying Date

California Hospital Fair Billing Program

ATTENTION:
If you need help in your language, please call (909) 806-1304 or visit the financial counselor office. The office is open 8am-4:30pm and located at Community Hospital of San Bernardino, 1805 Medical Center Drive , San Bernardino, CA 92411. Aids and services for people with disabilities, like documents in braille, large print, audio, and other accessible electronic formats are also available. These services are free.

Help Paying Your Bill
There are free consumer advocacy organizations that will help you understand the billing and payment process. You may call the Health Consumer Alliance at 888-804-3536 or go to healthconsumer.org for more information.

Hospital Bill Complaint Program
The Hospital Bill Complaint Program is a state program, which reviews hospital decisions about whether you qualify for help paying your hospital bill. If you believe you were wrongly denied financial assistance, you may file a complaint with the Hospital Bill Complaint Program. Go to HospitalBillComplaintProgram.hcai.ca.gov for more information and to file a complaint.

Applications for Eligibility for Discount Payment or Charity Care

(1) For patients applying only for discount payment, the hospital may only request recent paystubs or income tax returns for documentation of income.

(2) Patients that only apply for discount payment may receive less financial assistance than what may be available to them under the charity care program.