

# Financial assistance application and instructions

Encompass Health Rehabilitation Hospital of Tustin  
15120 Kensington Park Drive  
Tustin, CA 92782  
714.832.9200  
[ehc.rehab/TustinFA](http://ehc.rehab/TustinFA)

## Section A - Patient and Guarantor Information

1. Patient Name: Clearly print on the blank line the first name, middle initial, and last name of the patient.
2. Date: Clearly print on the blank line the date of the application.
3. Guarantor: Clearly print on the blank line the first name, middle initial, and last name of the patient's parent, legal guardian or other responsible person ("guarantor").
4. Relationship: Clearly print on the blank line the relationship to the patient of the guarantor.
5. Address: Clearly print on the blank line the address where the patient lives including the city, state and zip.
6. Phone: Clearly print on the blank line the patient's phone number.
7. Patient's Employer: Clearly print on the blank line the name of the company for which the patient works.
8. Title: Clearly print on the blank line the job title of the patient.
9. Years Employed: Clearly print on the blank line the start date of employment.
10. Spouse's Name: Clearly print on the blank line the first name, middle initial, and last name of the patient/guarantor's spouse.
11. Spouse's Phone: Clearly print on the blank line the spouse's phone number.
12. Spouse's Employer: Clearly print on the blank line the name of the company for which your spouse works.
13. Title: Clearly print on the blank line the job title of your spouse.
14. Years Employed: Clearly print on the blank line the start date of employment of your spouse.
15. Length of Time at Current Residence: Clearly print on the blank line the dates you have lived at the address provided on the application.
16. Clearly print on the blank line the number of family members.

17. Health Insurance Provider: Clearly print on the blank line the name of your health insurance carrier (including Medicare, Medicaid or other governmental coverage you may have).
18. Policy number: Clearly print on the blank line the policy or account number of your insurance policy.

## **Section B - Income**

Clearly print the income your family receives from all sources. You may attach additional sheets of paper if more space is needed. Provide the gross amounts and the amounts received after taxes and other deductions.

- If your family receives income from a source that you do not see listed, please indicate that amount on the line for “Other” and provide a description.
- Sources of income include, but are not limited to wages, tips, social security payments, retirement benefits, unemployment, workers’ compensation, veteran benefits, public assistance, alimony, child support, pensions, insurance or annuity contracts, investment income, etc.

## **Section C - Essential Living Expenses**

Clearly print the monthly payment amounts for Essential Living Expenses of your family. You may attach additional sheets of paper if more space is needed.

If your family has debts or obligations that you do not see listed, please provide that information in section C.6.

## **Section D - Required Documentation**

The documents listed in this section are needed to help us determine if you qualify for financial assistance under our Financial Assistance Policy. If you do not have, or cannot produce the items listed, please include an explanation as to why. Please note that additional information or documentation may be requested by a hospital representative when processing your application. Patients that only apply for discounted payment may receive less financial assistance than what may be available to them under the free care assistance.

## **Section E - Certification**

Patient/Guarantor’s Signature: Carefully read the acknowledgement statement in this section and then sign and date the application.

## **Mailing Instructions/Contact Information**

Submit the completed Financial Assistance Application along with supporting documentation to the hospital’s address.

Further information about the Financial Assistance Policy or assistance with the application process are available from the hospital controller via the hospital phone number listed above at the top of these instructions, in person at the hospital address listed above or online at the website address listed above. Certain foreign language translations of the Financial Assistance Policy, Plain Language Summary, Financial Assistance Application and Instructions are available upon request.

PLEASE SEE INSTRUCTIONS FOR ADDITIONAL INFORMATION ON  
COMPLETING THE APPLICATION

### Section A - Patient and Guarantor Information

|                                   |   |                |
|-----------------------------------|---|----------------|
| Patient Name                      |   | Date           |
| Guarantor (if other than Patient) |   | Relationship   |
| Address                           |   | Phone          |
| Patient's Employer                | Title   | Years Employed |
| Spouse's Name                     |   | Spouse's Phone |
| Spouse's Employer                 | Title   | Years Employed |
| Length of Time at Current Address | Total number of Dependents (including yourself) |                |
| 17. Health Insurance Provider     | 18. Policy Number                               |                |

### Section B - Income

|   |   |
|---|---|
| 1. Your Adjusted Gross Income   | <input type="checkbox"/> per month<br><input type="checkbox"/> per year |
| 2. Spouse's Adjusted Gross Income                                       | <input type="checkbox"/> per month<br><input type="checkbox"/> per year |
| 3. Other Income   | <input type="checkbox"/> per month<br><input type="checkbox"/> per year |
| 4. Other Income   | <input type="checkbox"/> per month<br><input type="checkbox"/> per year |
| 5. Total Monthly Income   |   |
| Description of Other Income   |   |
| Verification is required - please attach copies to show proof of income |   |

| <b>Section C - Essential Living Expenses</b>  |           |                 |
|---|-----------|-----------------|
|   |           | Monthly Payment |
| 1. Household <input type="checkbox"/> Own <input type="checkbox"/> Rent   |           | \$              |
| 2. Utilities Electric, Gas, Water, etc.   |           | \$              |
| 3. Telephone  |           | \$              |
| 4. Food   |           | \$              |
| 5. Automobile(s)  | Payments  | \$              |
|   | Insurance | \$              |
| 6. Other Monthly Obligations for Essential Living Expenses, please list   |           |                 |
| a)  |           | \$              |
| b)  |           | \$              |
| c)  |           | \$              |
| d)  |           | \$              |
| e)  |           | \$              |
| f)  |           | \$              |
| 7. Total Monthly Essential Living Expenses  |           | \$              |
| <b>Section D - Required Documentation</b>   |           |                 |
| Please provide a copy of recent income tax return or pay stub. You may also include other evidence or documents to support the information provided in Sections B and C.  |           |                 |
| <b>Section E - Certification</b>  |           |                 |
| <p>I certify that the information on this application is a true and complete statement of the facts accounting to my best knowledge and belief. I understand that falsification of or failure to provide complete information requested on this application or failure/refusal to complete it, may result in being denied financial assistance.</p> |           |                 |
| Signed: _____ Date: _____   |           |                 |
| <b>Encompass Internal Use Only:</b>   |           |                 |
| Date Received: _____  |           |                 |
| Controller Received: _____  |           | Date: _____     |
| Signature   |           |                 |
| Administrative Approval / Denial: _____   |           | Date: _____     |
| Signature   |           |                 |
| Level of Financial Assistance: <input type="checkbox"/> Free <input type="checkbox"/> Discount (amt)  |           |                 |
| If discounted, total monthly income less total essential living expenses  |           |                 |