

**POLICY:**

This center is committed to providing members of the community access to high quality medical care at no cost to patients who don't have insurance or other resources to assist them.

**PURPOSE:**

To provide an access to care for patients who are unable to pay for services.

**PROCEDURE:**

Charity Care is specific to this center and is approved on a case by case basis.

All applicants who request charity care must meet specific guidelines on income and health needs.

All charity care patients are required to provide proof of income and expenses.

All patients who qualify for charity would be notified of the date and time an appointment is available.

A patient who requests charity care must bring the request to their surgeon. The surgeon will consult with the Surgery Center board. The billing office will contact the patient and provide an application form. Once all documents are received and reviewed the patient will be notified of the results. If approved, the patient will be notified of the date and time an appointment is available.

The Business Operations representative is responsible for management and oversight of the application of the prompt pay discount for self-pay patients.