

FINANCE	PATIENT FINANCIAL SERVICES	APPLIES TO ALL HOSPITALS	
POLICY TYPE	AREA		
3549.6	FINANCIAL ASSISTANCE POLICY	11/12/2018	
POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE	

PURPOSE:

In keeping with our heritage and mission as a not-for-profit charitable organization committed to providing quality health care to all those we serve in a manner that responds to the needs of our communities and honors our faith heritage, Norton Healthcare's hospital facilities provide emergency or other medically necessary care to all of our patients, including uninsured or under-insured patients, regardless of their ability to pay for all or part of that care.

This Financial Assistance Policy ("FAP") is intended to be an I.R.C. (Internal Revenue Code of 1986, as amended) §501(r)-compliant financial assistance policy created and utilized to:

- (A) determine a hospital patient's eligibility for financial assistance;
- (B) set forth the method by which hospital patients may apply for financial assistance;
- (C) provide the basis for calculating amounts charged to eligible hospital patients;
- (D) affirm that this FAP is widely publicized within the hospital communities we serve;
- (E) affirm that Norton Healthcare will not engage in extraordinary collection actions prior to making reasonable efforts to determine a hospital patient's eligibility under this FAP and;
- (F) affirm that FAP-eligible hospital patients will not be billed more than amounts generally billed to other patients who have insurance covering such care.

"Medically Necessary Care" means those services, based upon an assessment of the eligible individual's medical needs, that are reasonable and required to identify, diagnose, treat, correct, cure, palliate or prevent a disease, illness, injury, disability, or other medical condition including pregnancy, and which are consistent with the determination of "Medical Necessity" as defined by Kentucky's Medicaid Program. Such services must be clinically appropriate and within generally-accepted standards of good medical practice. Further, such services must be provided in the most appropriate location where, for practical purposes, they may be safely and effectively rendered. Medically Necessary Care does not include any care provided primarily for the convenience of the individual, the individual's caregiver or healthcare provider, or for cosmetic reasons.

"Emergency Care" means those services, including examination and stabilization, provided to treat a medical condition (1) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could be reasonably expected by a prudent layperson to result in (a) placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy, (b) serious impairment to bodily functions, or (c) serious dysfunction of any bodily organ or part; or (2) with respect to a woman who is having contractions, that (a) there is inadequate time to effect a safe transfer to another hospital before delivery, or (b) that transfer may pose a threat to the health or safety of the woman or the unborn child.

SCOPE:

This FAP applies to all hospital patients with a demonstrated inability to pay (as opposed to an unwillingness to pay, which is considered bad debt) for some or all charges for any emergency or other medically necessary hospital-based services at the following locations:



Norton Audubon Hospital Norton Brownsboro Hospital Norton Hospital Norton Women's and Children's Hospital¹ Norton Children's Hospital Norton Children's Medical Center

Norton Cancer Institute Norton Cardiovascular Center - Springs Norton Cardiovascular Center - Dixie Norton Diagnostic Center - Dupont Norton Diagnostic Center - Fern Creek Norton Diagnostic Center - St. Matthews

FINANCIAL ASSISTANCE POLICY:

Norton Healthcare provides free care to eligible patients under this FAP.

(A) Eligibility Criteria for Financial Assistance

- 1. Generally, eligibility for Norton Healthcare's FAP is based on a family unit's residency, income, resources and number of dependents.
- 2. More specifically, the following criteria are used to determine FAP-eligibility for a patient (or that patient's guarantor):
 - The patient lacks healthcare insurance or there remains an unpaid balance after their healthcare insurance plan has either paid or rejected their claim² and the patient is otherwise eligible under this FAP; and
 - b. The patient does not qualify for subsidized coverage or government assistance such as Disproportionate Share Hospital ("DSH"), Children's Health Insurance Program ("CHIP"), Medicaid, Medicaid Managed Care Organization ("MCO"), or Hoosier Healthwise; and
 - c. The patient's family unit income is equal to or less than 300% of the Federal Poverty Guidelines ("FPG"); and
 - d. The patient's family unit resources / assets are equal to or less than 200% of the DSH guidelines; and
 - e. To be eligible for assistance for non-emergent Medically Necessary Care, a patient (or that patient's guarantor) must also be a resident of Kentucky, Indiana, Tennessee, Ohio or Illinois. This residency requirement does not apply to Emergency Care. A "resident" of a state is an individual whose primary place of residence as of the date of service is within the state.
- 3. For the purposes of determining a family unit's income and resources, the following definitions apply:
 - a. A patient is the individual receiving the hospital care contemplated under this FAP.
 - b. A **guarantor** is the individual who is financially responsible for the patient (if no other individual is financially responsible for the patient, the patient is also the guarantor).
 - c. A **dependent** is any individual claimed as such by the patient or guarantor on the federal income tax return submitted as proof of income with the FAP application.

¹ May be billed as Norton Children's Hospital - St. Matthews

² Any payment recovered by a recipient of assistance under this FAP - through appeal to their insurance carrier or through litigation, arbitration, negotiated settlement, etc. - must be promptly forwarded to Norton Healthcare and any previous assistance will be reversed by that same amount. Failure to do so may retroactively void the approved financial assistance and result in the guarantor being responsible for the entire balance without financial assistance adjustment.



- d. An FAP-applicant is either the patient or a guarantor.
- e. Spouse means an individual who is married to another individual as a result of marriage lawful where it was entered into, including a lawful same-sex marriage, regardless of whether the jurisdiction where the provider or supplier providing health care services to the individual is located, or in which the spouse lives, permits such marriages to occur or recognizes such marriages.
- f. Marriage means a marriage lawful where it was entered into, including a lawful same-sex marriage, regardless of whether the jurisdiction where the provider or supplier providing health care services to the individual is located, or in which the spouse lives, permits such marriages to occur or recognizes such marriages;
- g. A relative, when used as a noun, includes, but is not limited to, an individual's spouse.
- h. A **minor** is anyone either (a) under the age of 23 living with a parent <u>and</u> claimed as a dependent on that parent's federal income tax return, or (b) under the age of 18 living with a legal guardian in the same residence.
- i. A family unit is comprised as follows:
 - An individual and his/her spouse; or
 - (2) Parents and/or stepparents, their minor children and/or minor stepchildren, all living in the same residence; or
 - (3) Unmarried couples having at least one minor child in common, along with any minor siblings of that child, all living in the same residence; or
 - (4) A minor, the minor's legal guardian, along with any of the legal guardian's family, all living in the same residence; or
 - (5) A minor, the child of that minor, and that minor's parents, all living in the same residence; or
 - (6) A minor, the child of that minor, and that child's other parent, regardless of marital status, all living in the same residence (this is considered a separate family unit from any other family unit also in that residence); or
 - (7) A minor and that minor's grandparent living in the same residence (grandparents are a separate family unit unless the minor is claimed as a dependent by the grandparents and the grandparent can prove legal guardianship); or
 - (8) Common law spouses living in the same residence including common law marriages recognized in other states or where one spouse claims the other as a dependent.
- A family unit's income is the total money received by all family unit members from any source at any point during the preceding 12 months.
- k. A **family unit's resources** *I* **assets** include both liquid (cash, bank accounts, certificates of deposit, etc.) and non-liquid assets although certain exclusions exist as follows:
 - A homestead, household goods and personal property including jewelry, clothing and other items of a personal nature;



- (2) Up to \$6,000 in equity in income producing non-homestead real property (business or non-business) essential for self-support;
- (3) Up to \$4,500 in equity in automobiles; and
- (4) Burial reserves of up to \$1,500 per individual, burial spaces including the plot, casket, vault, and items of a similar nature, and irrevocable prepaid burial plans, contracts and burial trusts.
- 4. Eligibility for assistance under this FAP for past services is no guarantee that future services will be eligible. A determination of eligibility under this FAP for services related to emergency or other medically necessary care is valid for no more than six months from the date of eligibility determination.

(B) Method for Applying for Financial Assistance

- 1. As listed in Exhibit A, employees of Norton Healthcare or of Norton Healthcare's designees are available to assist patients in determining, and/or to assess patients in order to determine, their eligibility for government assistance programs or Financial Assistance. Applications for government assistance or financial assistance may be completed by the patient directly and are available as described in this FAP. This program will be administered at the expense of Norton Healthcare with no cost to the patient.
- 2. To apply for financial assistance for **Major Services** (as listed in **Exhibit C**) under this FAP, the FAP-applicant must:
 - a. complete the Application for Financial Assistance Major Services (see Exhibit B1); and
 - b. provide their prior year's tax return.
- 3. To apply for financial assistance for **Minor Services** (as listed in **Exhibit C**) under this FAP, the FAP-applicant must:
 - a. complete the Application for Financial Assistance Minor Services (see Exhibit B2).
- 4. Additional information may be requested from the FAP-applicant if needed in order to clarify information provided in the application and/or tax returns, such as copies of bank account statements, unemployment check documentation, Social Security check documentation, rental property documentation, mortgage statements, real estate tax assessments, etc.
- 5. In some cases, financial assistance may be approved without an application for:
 - a. Presumptive Medicaid recipients
 - b. QMB Medicaid recipients
 - c. Out-of-state Medicaid recipients
 - d. Patients who are Medicaid-eligible in the month immediately prior to or following the date of service
 - e. Patients who have been determined to be FAP-eligible within the preceding six (6) months

(C) Basis for Calculating Amounts Charged to Eligible Patients

1. **Emergency or other medically necessary care**. Norton Healthcare (including substantially related entities) does not charge FAP-eligible patients more than amounts generally billed ("AGB")



to those who have insurance covering such care. Rather, Norton Healthcare provides emergency or other medically necessary care free of charge to any patients who meet the eligibility criteria for financial assistance under this FAP. Norton Healthcare uses the look-back method and calculates an AGB percentage for each hospital facility by dividing the sum of all of the amounts of its claims for emergency and other medically necessary care that have been allowed by Medicaid (including Medicaid managed care organizations and Medicaid fee-for-service) during the preceding 12-month calendar year, by the sum of the associated gross charges for those claims. AGB is determined by multiplying the gross charges for all care provided to the FAP-eligible patient/guarantor, including emergency and other medically necessary care, by the applicable AGB percentage in the following table³:

Norton Audubon Hospital Includes: Norton Cardiovascular Center - Springs	17%
Norton Brownsboro Hospital Includes: Norton Diagnostic Center - Dupont Norton Diagnostic Center - Fern Creek Norton Diagnostic Center - St. Matthews	18%
Norton Hospital	20%
Norton Women's and Children's Hospital	
Norton Children's Hospital Includes: Norton Children's Medical Center	20%

2. All other medical care. A FAP-eligible patient will be charged less than gross charges for such care; provided, however, that a billing statement may include the gross charges for such care as a starting point to which various contractual allowances, discounts or deductions may be applied in order to arrive at the less-than-gross-charges amount the FAP-eligible patient is expected to pay.

Charges for non-covered services provided to FAP-eligible patients eligible for Medicaid or other indigent care programs (including charges for days exceeding a length of stay limit) can be included in Norton Healthcare's total charity care calculation.

(D) Widely Publicizing the Financial Assistance Policy

Norton Healthcare widely publicizes this FAP, including the FAP applications and plain language summary of this FAP, to patients and those members of the community it serves who are most likely to require financial assistance, at no charge, through conspicuous public displays in its emergency rooms and admissions areas, by offering a plain language summary of the FAP as part of either the intake or discharge process, and by making these documents and information readily obtainable on its website and in paper copies upon request. If an individual expresses a preference to receive these documents and information electronically, Norton Healthcare will do so, for example, by electronic screen or monitor, email, or direct website address or URL. Where applicable, translations of these documents and information will also be made available. Each billing statement will include a conspicuous written notice that notifies and informs the recipient about the availability of financial assistance under this FAP and includes the telephone number

³ Care provided by Norton Cancer Institute is allocated to the hospital facility where it was provided and is reflected in that hospital's AGB percentage



of the office or department that can provide information about the FAP and FAP application process, and the direct website address where copies of the FAP documents may be obtained.

(E) Non-Norton Healthcare Hospital Facilities Providers

A patient may receive emergency or other medically necessary care within a hospital facility from a non-Norton Healthcare hospital facility provider. The care these providers deliver may or may not be covered by this FAP. A list of these providers and whether or not the care they deliver is covered by this FAP is available free of charge on Norton Healthcare's website or upon request by contacting the departments as listed at **Exhibit A**.

(F) Collection Actions

Norton Healthcare will not engage in extraordinary collection actions without first making reasonable efforts to determine a hospital patient's eligibility under this FAP. The actions Norton Healthcare may take with respect to non-payment by a patient are described in a separate Billing and Collections Policy. This policy is available free of charge on Norton Healthcare's website or upon request.



EXHIBIT A - FINANCIAL ASSISTANCE CONTACT INFORMATION

For information or assistance, please visit our website or contact us:

Financial Assistance Website:

www.nortonhealthcare.com/FAP

Financial Assistance Counselors:

Norton Hospital

(502) 629-2115 -or- (502) 629-8277

Norton Audubon Hospital

(502) 636-7303

Norton Brownsboro Hospital

(502) 446-8106 -or- (502) 446-8606

Norton Women's and Children's Hospital

(502) 899-6136 -or- (502) 899-6207

Norton Children's Hospital

(502) 629-8281 -or- (502) 629-8474

Norton Children's Medical Center

(502) 446-8606

Customer Service Team:

(502) 479-6300

Please mail, fax or email applications and documentation to:

Financial Assistance Address:

SBO Financial Assistance Dept 14-7

PO Box 35070

Louisville, KY 40232-9972

Financial Assistance Fax:

(502) 629-8883

Financial Assistance Email:

FAP@nortonhealthcare.org



EXHIBIT B1 - APPLICATION FOR FINANCIAL ASSISTANCE - MAJOR SERVICES (SEE NEXT PAGE)

NORTON HEALTHCARE APPLICATION FOR FINANCIAL ASSISTANCE

	t:					
PATIENT NAME:				DOB://	SSN:	
ADDRESS:				IE PHONE:	MOBILE PHONE:	
CITY:				EMAIL:		
IS PATIENT				ENT A LEGAL US RESIDENT?		
PATIENT'S E	EMPLOYER (IF MINOR, MOM'S	S INFO):			PHONE:	
SPOUSE'S EI	MPLOYER (IF MINOR, DAD'S I	NFO):				
	IF YOU HAVE HEALTH	I INSURANCE, PL	EASE PROVIDE:			
15	COMPANY NAME:			COMPANY PHONE:		
	POLICY #:			POLICY HOLDER:		
	WAS THIS STAY DUE TO CAR A		YES NO	IF YES, DATE OF ACCIDENT:		
	IS ACCOUNT RELATED TO WOR	_	ION?	YES NO INJURY DATE:		
	ATTORNEY INFORMATION	DN:				
_						
NCOME (M	ONTHLY):	(IF YOU NEED	ADDITIONAL SPA	CE, PLEASE WRITE ON THE BACK	OF THIS PAGE)	
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	PATIENT'S GROSS INCOME (SPOUSE'S GROSS INCOME (\$\$	
	IF YOU HAVE NO INCOME, \	VHO PAYS FOR YO	OUR EXPENSES?			
	K-TAP:	\$_		UNEMPLOYMENT:	\$	
	CHILD SUPPORT / ALIMONY	: \$_		FOOD STAMPS:	\$	
	SOCIAL SECURITY:	\$_		PENSION:	\$	
	SSI / DISABILITY:	\$		OTHER INCOME: TOTAL MONTHLY GROSS FAMILY UNIT INCOME:		
HOUSEHOLE MONTHLY):				PAINILE ONLY INCOME:	₹	
	RENT / MORTGAGE:	\$		FOOD AND SUPPLIES:	\$	
	TELEPHONE:	\$	nė.	UTILITIES:	\$	
				OTHER EXPENSES:	\$	
				TOTAL MONTHLY EXPENSES:	\$	

COUNTABLE RESOURCES:	BANK		VALUE
CHECKING:			
SAVINGS:			
MONEY MARKET:			
MUTUAL FUNDS:			
STOCKS:	401k 403B		
BONDS:	IRA		
OTHER RESOURCES:			
OTHER RESOURCES.		TOTAL RESOURCES:	\$
		TOTAL RESOURCES.	~
PROPERTY:			
HOME:	OTHER PROPERTY:	AUTO #1:	AUTO #2:
MORTGAGEE NAME	MORTGAGEE NAME	YEAR/MAKE/MOD	DE YEAR/MAKE/MODEL
CURRENT VALUE	CURRENT VALUE	CURRENT VALUE	CURRENT VALUE
CURRENT EQUITY	CURRENT EQUITY (CURRENT VALUE MINUS WHAT YOU OWE)	CURRENT EQUIT (CURRENT VALUE MINUS WH YOU OWE)	
OTHER HOMES?			
	(IF YES, PLEASE PROVIDE MORTAGE	NAME, ADDRESS, CURRE	ENT VALUE AND CURRENT EQUITY)
OTHER AUTOS?			
OTHER PROPERTIES (ATV, MOTORCYCLE, MOTORHOME, ETC.)?	(IF YES, PLEASE PROVIDE YEAR, MAK	E MODEL, OWNER, CURRE	ENT VALUE AND CURRENT EQUITY)
	(IF YES, PLEASE PROVIDE	YEAR, MAKE, CURRENT V	ALUE AND CURRENT EQUITY)
THIS CERTIFIES THAT I RE	QUEST TO BE CONSIDERED FOR FINAN	CIAL ASSISTANCE AT NOR	TON HEALTHCARE
services I have received at their me with the medical bills from t assist them in determining whet I certify that the information pro information or withhold informa	on Healthcare with the information necessary to facilities. I understand that my physicians and chose providers. As such, I authorize Norton Healther I qualify for benefits under their financial associated by me in this application is correct and truction in applying for assistance, my application with instance, I may also be subject to prosecution for	ther health care providers may l hcare to provide a copy of my a stance programs. e to the best of my knowledge a Il be denied and Norton Healthc	have financial assistance policies that could assist pplication to those providers who request it to and belief. I understand that if I give false are will continue to pursue collection of any
provided in this form including a	ddress, telephone number, and income.		
RESPO	NSIBLE PARTY SIGNATURE		DATE
	L TAX RETURN (FORM 1040) AND 2 MONT LE) WITH COMPLETED APPLICATION. IF YO		
RETURN INFORMATION TO:	NORTON HE	ALTHCARE	
	SBO FINANC	AL ASSISTANCE DEPT 14-7	
	PO BOX 3507	70	
	CUSTOMER S FINANCIAL A	KY 40232-9972 ERVICE PHONE #: SSISTANCE FAX #:	(502) 479-6300 (502) 629-8883
	F-MAIL ADDE	FSS:	FAP@nortonhealthcare.org

FOR MORE INFORMATION VISIT: www.nortonhealthcare.com



EXHIBIT B2 - APPLICATION FOR FINANCIAL ASSISTANCE - MINOR SERVICES

Norton Healthcare Financial Assistance Application for Minor Services Only

Patient Name:	SSN#	DOB		
Spouse's Name:	SSN#	DOB		
Address		PHONE_		
Family Size: Number in Household:		Number of Dependents:		
Income: Total Gross Income for Household:	Monthly S	or Yearly		
Income includes: Patient income, Spouse's incom	ne, Child Support/A	limony, Monthly Social Security Cl	necks. Pension,	
Unemployment, SSI, or Disability. Includes AN				
Resources: Amount in Checking \$	Amount in Sa	vings S	5079	
Stocks/Bond/CD's Value (even if unable to be	cashed in)	403B; 401K	. Other	
Assets: Total Value of Assets \$	excluding the he	ome that you currently reside		
Assets include any additional property, land, addi-	tional rental homes,	etc.		
nuthorize Norton Healthcare to provide a copy whether I qualify for benefits under their finance application is correct and true to the best of my information in applying for assistance, my applicationed due. I understand that the application being positive and services will require the completion of delitional information and proof of income/resonnagor services.	ial assistance progr knowledge and b ntion will be denied ng completed is onl the full Norton Ho	rams. I CERTIFY that the information of the control	nation provided false information collection of a ibility considera Assistance and	by me in this n or withhold ny outstanding ition for major I may require
Responsible Party Signature	Dare	Witness Signature	Date	
RETURN INFORMATION TO:	NORTON HEALTHCARE SBO FINANCIAL ASSISTANCE DEPT 14-7 P.O. BOX 35070 LOUISVILLE, KENTUCKY 40232-9972			
E-MAIL TO:	FAP@nortonhe	althcare.org		
FOR MORE INFORMATION VISIT:	www.nortonhea	Itheare.com		
CUSTOMER SERVICE PHONE#:	(502) 479-6300			
FINANCIAL ASSISTANCE FAX:	(502) 629-8883			



EXHIBIT C - MAJOR / MINOR SERVICES

MAJOR PROCEDURES	MINOR PROCEDURES
CHEMO / DRUGS AND THERAPY	IV THERAPY
INFUSIONS	RADIOLOGY-DIAGNOSTIC
ORTHO-PROSTHETIC DEVICES	BLOOD STORAGE
RADIATION THERAPY	AUDIO
NUCLEAR MEDICINE	CLINIC
CT-CAT SCAN	OSTEOPATHIC SERVICES
EPIDURAL BLOCK	PHARMACY (NOT CHEMO/DRUGS AND THERAPY)
OUTPATIENT SURGERY	EKG
RESPIRATORY CARE SERVICES	EEG
PHYSICAL THERAPY	DIABETES TREATMENT
OCCUPATIONAL THERAPY	CARDIAC REHAB - PHASE III
SPEECH THERAPY	ER (WITHOUT MAJOR PROCEDURES)
PULMONARY FUNCTION GENERAL	LAB (NON-ONCOLOGY)
CARDIAC REHAB (NOT PHASE III)	MAMMOGRAM
CARDIOLOGY - CARDIAC CATH	OBS TREATMENT ROOM / PORT FLUSH
CARDIOLOGY - ECHO	OBS TREATMENT ROOM / WOUND CARE
AMBULATORY SURGERY CARE	ULTRASOUND
AMBULANCE SERVICE	X-RAYS
MRI	
MRA	
MRT	
RECOVERY ROOM	
LABOR AND DELIVERY ROOM	
GASTROINTESTINAL GENERAL	
LITHOTRIPSY	
PSYCHIATRIC TREATMENTS - HOSPITAL BASED	
PSYCHIATRIC SERVICES - HOSPITAL BASED	
POLYSOMNOGRAPHANY (SLEEP STUDY)	
EMG	
NERVE CONDUCTION VELOSITY	
OTHER THERAPY	
INPATIENT	
OBSERVATION SERVICES - SLEEP STUDY	
ORTHOPEDIC SERVICES	
OPERATING ROOM SERVICES	
LAB (ONCOLOGY)	
POSTRON EMISSION TOMOGRAPHY (PET)	
CARDIOLOGY STRESS TEST	
CARDIOLOGY OTHER	
NURSERY NEWBORN	

Other services not listed on this Exhibit may be included for eligibility. Please contact the Customer Service Department at (502) 479-6300.