Financial Assistance Check list

Name of Applicant:_____ Date:_____

Please read the following information carefully. Note that all requested information must be included with the application prior to processing. An incomplete application will result in denial. Timelessness is extremely important.

Please use the following checklist to make sure you have all the required information before submitting your application.

Proof of Income:

_____ Most recent Federal Income Tax forms - required for every application.

_____ You will need to provide **three** months' worth of your entire bank statement. Please do not line out any items on the statements.

_____ If anyone in your household (including children under 21) is employed outside the home, the last 4 paycheck stubs are Required.
**If your child is employed and under age 21, proof of income may be in the form of a pay stub or certified letter.
**If you are not married, but live with someone and have children in common, then his/her income must be included.
**If you are legally separated, you must provide legal documentation of separation or include your spouse's income verification.

_____ Proof of Worker's Compensation; Sick leave; Disability Compensation; Welfare; Social Security Retirement (SSI}; Child Support, or Alimony - if applicable.

_____ If you are not employed and have no income, a Letter of Support is required from the person who provides Room and board for you and your family. A letter of circumstance is required from the applicant of why you have no income.

_____ If you lost your job in the last three months, a separation notice from your employer is required. **Additionally,** you will need to provide a letter from the Georgia Department of Labor Career Center specifying whether you are receiving unemployment benefits or not.

Proof of Address:

_____ The following may be used for proof of address (at least 2): 1} Valid Georgia Driver's license, 2) Georgia Identification Card, 3) current Utility Bill (i.e., electric, water, phone, etc.), 4) Current Lease or rental receipt, which should include the County of residence, 5) County Property Tax Assessment, 6) County Food Stamps Letter, 7) Voter Registration Card.

Miscellaneous:

_____ If you list any children, other than biological or stepchildren, on the application, you must provide legal documentation Showing your relationship to the child.

_____ If there is **no** household income listed, you are required to apply for assistance with other entities, such as Medicare, Medicaid, or Disability, and provide proof of denial before Indigent or Charity care can be approved.

_____ Photo ID and Social Security Card

All information must be returned as soon as possible. This application is not a guarantee that your account will not follow our collection process. You will continue to receive statements until the application is approved. If you do not complete the entire process, your account could be placed at the collection agency for legal collection purposes. Once that happens, you will not be eligible for the Financial Assistance Program.

You will receive an approval or denial letter upon completion of the application review.

Clinch Memorial Hospital
Patient Financial Services
P.O. Box 516, Homerville, GA 31634 | 912-470-2410

CLINCH MEMORIAL HOSPITAL

FINANCIAL ASSISTANCE APPLICATION

Financial Assistance Application

Consent, Authorization, and Attestation:

Please read and print your first and last name on each line below if applicable:

I _____certify that this form has been examined by me and that the information is true and accurate to the best of my knowledge.

I _____ certify that I did not file a Federal Income Tax Return for the most recent fiscal year.

I _____ certify that I do not have a checking or savings account.

I _____, and my Spouse if applicable, agree to provide Clinch Memorial Hospital with any written documentation Needed to verify the information provided on the application and hereby grant permission for Clinch Memorial Hospital personnel to obtain such information on my/our behalf.

I _____ understand that additional information may be requested in order to process this application.

I _____ understand that my information may be used to screen for other benefits and if I qualify, I must first apply for those other benefits, which might pay for the services received at Clinch Memorial Hospital before Financial Assistance can be approved (i.e., Medicare, Medicaid, Disability, etc.)

I _____ understand that any assistance provided is for my benefit only and will be based solely on the information Disclosed.

I _____ understand that the hospital or third party may obtain my or my spouse's credit history

I _____ understand that my application will be denied if it is incomplete, or I fail to provide the required documentation.

I _____ understand that if I provide false information, any assistance previously granted will be reversed and **LEGAL ACTION** may be pursued.

I attest that the above information is true and accurate.

Signature of Patient or Guardian:_____ Date:_____

Relationship to Patient:_____

Signature of Spouse (if applicable):_____ Date:_____