FINANCIAL ASSISTANCE APPLICATION CHECKLIST

Due Date: _____ MRN: _____

Please provide copies of documents, as originals cannot be returned.

ALL APPLICANTS MUST APPLY FOR MEDICAID REGARDLESS OF PRIMARY INSURANCE

_____ Provide a copy of your Medicaid decision letter (all pages) with your application or documentation from contractor that assists patient with government assistance. The letter/documentation must be dated within the last 90 days and must state reason for denial.

_____ Provide a copy of your most recent 1040 Income Tax Return Form

_____ If you do not file tax returns, complete the attached 4506 – T Form

_____ Copies of pay stubs for the last 30 days

_____ Current Social Security Award Letter

_____ Pension benefits letter, Dividend / Interest Statement

_____ Unemployment Benefit Letter

_____ Workers Compensation Benefit Letter

_____ If you have no income please have the attached letter of support filled out by the person or persons assisting you.

_____ Copies of any outstanding medical bills (non WVU Medicine providers)

_____ Prescription Drug List with prices from the pharmacy (Pharmacy Receipt Print-Out required)

_____ Current Bank Statement for all Checking and/or Savings Accounts

_____ Current Investor Statement for all CD's / Stocks / Bonds

_____ Alimony documentation

Please legibly complete the entire application. Attach the requested documentation and return it to your financial counselor at the address listed on the application.

***If you do not submit a complete Financial Assistance Application or do not include requested information by the due date, it could potentially delay the process or provide cause for denial. ***

Financial Assistance Application Form

As part of our commitment to improve the health of West Virginians and the community that we serve, WVU Medicine elects to provide financial assistance to individuals who are unable to pay for healthcare services. Individuals meeting the eligibility requirements outlined in our financial assistance policy will be granted full charity care for medically necessary services performed by WVU Medicine providers.

Application Requirements – The following is a list of application requirements outlined in our Financial Assistance Policy. Please indicate your eligibility for each requirement below. If you do not meet these requirements, your application will be denied. If you have exceptional circumstances and would like to speak with a representative, please contact us at 855-778-2922.

1) *Medicaid (Medical Assistance) Application Requirement* – Documentation of a denied Medicaid (Medical Assistance) application dated within in the last 90 days is required for application.

   Have you applied for Medicaid coverage? ❑ Yes ❑ No

   If yes, what is the status? ❑ Approved ❑ Pending ❑ Denied

2) *Current Patient Requirement:* Applications will only be processed for patients with current balances (within 240 days from first billing statement), a scheduled appointment or a patient in need of financial clearance prior to obtaining an appointment.

3) *International Patients:* Only permanent residents or patients with a student visa (primary insurance required with student visa) are eligible for financial assistance.

   Are you a U. S Citizen? ❑ Yes ❑ No

   If No, do you have a permanent resident card (green card) or student visa? ❑ Yes ❑ No

   Do you have primary insurance? ❑ Yes ❑ No

Please provide the information requested and mail to the following address:

WVU Medicine – West Virginia University Hospital
Financial Counseling
PO Box 8000
Morgantown, WV 26505
304-598-6260

Financial Assistance Application Form

SECTION ONE: PATIENT INFORMATION Please complete all information noted in this section

Medical Record Number: _____ Applicant Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____ City: _____ County: _____

State of Residence: _____ Zip Code: _____ Primary Phone: ( ) _____

Date of Birth (mm/dd/yyyy) _____ Marital Status: ❑ Single ❑ Married ❑ Divorced

Are you a US Citizen: ❑ Yes ❑ No If no, are you a legal resident of the United States: ❑ Yes ❑ No

Employer Name: _____ Address: _____

Secondary/Spouse Employer Name: _____Address:_____

Did you have health insurance (other than Medicaid) at the time of your service?❑ Yes ❑ No If yes, please provide your insurance info and a copy of your insurance card

Name of Insurance: _____ Effective Date: _____/_____/____

Subscriber Name: _____ Subscriber ID: _____ Group #: _____

Have you applied for Medicaid coverage? ❑ Yes ❑ No If Yes, what is the status? ❑ Approved ❑ Pending ❑ Denied

SECTION TWO: FAMILY INCOME Please provide income for yourself, your spouse and all other household members

Monthly Income Source	Total Family Income for 1 month prior to date of service	Type of Income verification attached Proof of income is required to process your application
Wages/Self Employment	$	Copy of most recent federal tax return (or form 4506t), pay stubs for the last 30 days
Social Security	$	Social Security award letter
Pension, Dividends, Interest, Rental Income	$	Pension benefits letter, Dividend/Interest Statement
Unemployment, Workers' Compensation	$	Unemployment benefit letter, Workers' Compensation benefit letter

If you reported $0 income, please provide a brief explanation of how you (or the patient) are meeting basic living needs. Please also provide a letter of support from any individual assisting you: _____

SECTION THREE: MEDICAL EXPENSES Medical expenses will be considered as an offset to income

Medical Bill Type	Monthly Amount Paid	Verification Required
Hospital and Physician Bills (Non-WVU Healthcare providers)	$	Copies of bills
Prescription Drugs	$	Pharmacy receipt print out (Annual or Year to Date)
Other Medical Expenses	$	Copies of bills

WVU Medicine

Financial Assistance Application Form

SECTION FOUR: FAMILY INFORMATION Please provide the below information for yourself and all other household members listed on your tax return

Name	Social Security #	Relationship	Date of Birth	Applicant	Employed?
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No

SECTION FIVE: ASSETS please list all assets and their current value

Do You Have?	Circle Choice	Description	Total Current Value	Type of Verification Required
Checking Accounts (total balances)	Yes / No			Most current bank statement(s)
Savings Accounts (total balances)	Yes / No			Most current bank statement(s)
CD's/Stocks/Bonds	Yes / No			Most current investor statement(s)

By my signing below, I certify that everything I have stated on this application and on any attachments is true.

Responsible Party Signature: X_____ Date: _____

Return To:
WVU Medicine – West Virginia University Hospital
Financial Counseling
PO Box 8000
Morgantown, WV 26505
304-598-6260

Office Use Only

❑ Approved Due Date_____

❑ Denied Case Number_____