

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
Regular Meeting
A G E N D A
January 22, 2014
8:00 a.m. to 9:15 a.m.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order			
a) Pledge of Allegiance	---	8:00	---
B. Approval of the Minutes			
a) November 20, 2013 Board Meeting	Action	8:01	1-4
b) December 19, 2013 Special Meeting	Action	8:02	5-6
C. Executive Committee Report	Information	8:04	---
D. Commissioner Oath of Office	Action	8:05	---
E. Officer Appointments and Committee Assignments	Action	8:07	---
F. Approve 2014 Board Meeting and Retreat Schedule	Action	8:09	7
G. Board Finance Committee Report			
a) Review cash activity	Information	8:11	8-13
b) Authorization for payment of vouchers and payroll	Action	8:14	14
H. Program Committee Report & Recommendations			
a) Conflicts of interest	Action	8:18	
b) Building Healthy Communities Fund recommendations	Action	8:19	15
c) Program Investment recommendations	Action	8:20	16-19
I. Marketing Report	Information	8:30	20
J. Swedish/Edmonds Charity Care Policy	Action	8:35	21-33
K. Commissioner Comments	Information	8:40	---
L. Superintendent's Report	Information	8:45	---
M. Public Comments (please limit to three minutes per speaker)	---	8:50	---
N. Executive Session	---	8:55	---
a) Review ongoing litigation			
b) Review Superintendent's performance			

O. Open Session

- | | | | |
|---|--------|------|-----|
| a) Approve Superintendent Zapora's appointment as a member of the Board of Trustees of Edmonds Community College for term ending September 30, 2016 | Action | 9:10 | --- |
| b) Schedule special board meeting for Health & Wellness Center budget and construction bid notice | Action | 9:11 | --- |

P. Adjournment	---	9:15	---
----------------	-----	------	-----

PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
VERDANT HEALTH COMMISSION

BOARD OF COMMISSIONERS

Regular Meeting

VHC Board Room

November 20, 2013

**Commissioners
Present**

Bob Knowles, President
Fred Langer, Commissioner (8:05 a.m. arrival)
J. Bruce Williams, M.D., Commissioner
Karianna Wilson, Commissioner (8:33 a.m. arrival)
Deana Knutsen, Commissioner

Others Present

Carl Zapora, Superintendent
George Kosovich, Program Director
Jennifer Piplic, Marketing Director
Karen Goto, Executive Assistant
Erica Ash, Consultant
Howard Thomas, Consultant
David Jaffe, Swedish/Edmonds
Sarah Zabel, Swedish/Edmonds
Members of the community

Call to Order

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:01 a.m. by President Knowles.

**Approval of
Minutes**

Motion was made, seconded and passed unanimously to approve the minutes of the regular meeting on October 23, 2013.

Motion was made, seconded and passed unanimously to approve the minutes of the special meeting on November 1-2, 2013.

Motion was made, seconded and passed unanimously to approve the minutes of the special meeting on November 15, 2013.

**Executive
Committee**

President Knowles reported that the Executive Committee met on November 15, 2013 to review the November 20, 2013 board meeting agenda. No action was taken.

**Board Finance
Committee**

The committee met on November 18, 2013 to review the financial statements.
Ms. Ash reported on the financials for October 2013 (E:64:13).

**Authorization
for Payment of
Vouchers &
Payroll**

Warrant Numbers 10416 through 10458 for October 2013 for payment in the amount of \$149,056.27 were presented for approval (E:65:13). ***Motion was made, seconded and passed unanimously to approve.***

**Program
Oversight
Committee
Update**

The Program Oversight Committee met on November 13, 2013 to review four new program funding applications (E:66:13) and to discuss the Building Healthy Communities Fund applications.

No conflicts of interest were reported by the commissioners.

New Program Applications:

Motion was made, seconded and passed unanimously to approve \$10,000 on a one time basis for the Wings to Reading program of First Baptist Church in Mountlake Terrace.

Motion was made, seconded and passed unanimously to approve \$310,586 per year for three years for the Student Support Advocate program of the Edmonds School District.

Commissioners discussed the cost benefit of the program. Given the size of the program, Commissioner Langer recommended careful review of the program results before future funding is granted.

For additional board discussion:

Mountlake Terrace Police Department request for funding ten Automated Defibrillators for police vehicles. Board discussed and asked Mr. Kosovich to follow-up with their questions about the number needed for all of South Snohomish County, frequency of use, and training on the equipment.

For additional follow-up:

Edmonds Community College Veterans Support Center

is being asked to re-work their proposal to address health & wellness outcomes vs. academic outcomes.

Building Healthy Communities:

Motion was made, seconded and passed unanimously to approve the City of Brier walking trail for \$90,345, the City of Mountlake Terrace therapy pool for \$75,000 and the City of Edmonds fitness room upgrade for \$39,513.

Three large fund requests received from Snohomish County Parks & Recreation Department's Esperance Park Project (\$1.1 million), Edmonds School District & City of Edmonds' Woodway Recreation Campus Renovation (\$2.5 million for phase 1), and Cities of Edmonds/Lynnwood/Mountlake Terrace BikeLink Project (\$1.9 million).

Commissioners will schedule a study session in the month of December to further explore these three funding requests.

**Marketing
Report**

Ms. Piplic reported on the VHC Graphic Standards Guide, the first e-newsletter sent to approximately 900 subscribers, and the 2013 6 WHY Reunion Session. On November 4, 2013 the reunion had 121 in attendance with 108 receiving biometric screenings from Swedish/Edmonds. Of the 108, 66 were from the 2013 6 WHY session and 42 were from the 2012 6 WHY session.

**Commissioner
Comments**

Commissioner Knutsen reported on the grand opening of the Center for Healthy Living held on November 13, 2013 and the appreciation that was shown to Verdant. Commissioner Williams commented on the Affordable Care Act differences in various states.

**Superintendent's
Report**

Superintendent Zapora thanked the commissioners for their time this past month with the special meetings, with Commissioners Knutsen & Knowles attending the Center for Healthy Living grand opening and everyone's attendance at the 2013 Swedish/Edmonds Foundation Gala. Superintendent Zapora also commented on the presence of the Verdant brand that is growing in strength and visibility in the community.

**Public
Comments:**

Mr. Peter Hallson of the Edmonds Bicycle Group and the Cascade Bicycle Club thanked the commissioners for the funding for bikes for the Cascade Bicycle Club program and indicated his support of the BikeLink proposal.

Mr. Jeff Akin of the Cascade Bicycle Club also thanked the commissioners for the funding and also indicated his support of the BikeLink proposal.

Mr. Hank Landau of the Edmonds Bicycle Group and the Cascade Bicycle Club commented that the proposed bike lanes will link programs and communities, not just trails and roads and that it is also tied to bicycle education for the community's children.

**Executive
Session**

President Knowles recessed the regular meeting at 8:43 a.m. into Executive Session to discuss ongoing litigation and potential real estate acquisition matters.

President Knowles stated that the board would reconvene in approximately 15 minutes and the board may take action in Open Session.

Open Session

President Knowles reconvened into open session at 9:03 a.m.

The following action was taken:

Motion was made, seconded and passed unanimously to approve Resolution 2013:11 approving the terms and conditions of a purchase and sale agreement for the purchase of property located at 21600 Highway 99, Edmonds, WA 98026.

Adjourn

There being no further business to discuss, the meeting was adjourned at 9:05 a.m.

ATTEST BY:

President

Secretary

PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON

**SPECIAL MEETING
December 19, 2013
Verdant Health Commission Board Room**

Commissioners Present	Bob Knowles, President Fred Langer, Commissioner (5:35 p.m. arrival) Deana Knutsen, Commissioner J. Bruce Williams, MD, Commissioner Karianna Wilson, Commissioner
Staff	Carl Zapora George Kosovich Jennifer Piplic Lisa King Karen Goto
Guests	Representatives from the Cities of Edmonds, Lynnwood, Mountlake Terrace, Snohomish County Parks and Recreation, and the Edmonds School District Members of the Community
Call to Order	The Special Meeting of the Board of Commissioners was called to order by President Knowles at 5:30 p.m.
Presentation	Three organizations presented their funding proposals with time for Q & A. <ul style="list-style-type: none">• BikeLink Project• Esperance Park Project• Woodway Recreational Campus Renovation Project (E:67:13)
Public Comment	Mr. Peter Hallson of the Edmonds and Cascade Bicycle Leagues commented on the bike lane signage, and the opportunity for the culture of biking to be taught to the children & teens in the area.
Commissioner Comments	Several commissioners had questions about the timing of each project. They requested that Mr. Kosovich provide some additional information about the timing of the requests so that they can explore different funding scenarios. The Program Committee will review the information and provide it to the full board for review.
Executive Session	President Knowles recessed the Special Meeting at 6:50 p.m. into Executive Session to discuss a potential real estate acquisition. President Knowles stated that the board would reconvene at 7:15 p.m. and the board may take action in open session.

Open Session

President Knowles reconvened into open session at 7:15 p.m.

Motion was made, seconded and passed unanimously to approve authorizing Superintendent Zapora to negotiate, execute and deliver a Memorandum of Understanding with Swedish Edmonds authorizing, as provided by Section 12.2(b) of the Lease and Operating Agreement between the District and Swedish dated September 2, 2010 (the "Lease"), the assignment of the District's right to receive payment as loss payee under Section 12.1(b) to Swedish Edmonds to repair the damage resulting from the fire that occurred on November 21, 2013, at the facilities covered by the Lease.

Adjourn

The meeting was adjourned at 7:20 p.m.

Attest By:

President

Secretary



Tentative

2014 Monthly Board Meetings

4th Wednesday of the month, 8 a.m.

Verdant Health Commission unless noted*

January 22

February 26

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November 19* (3rd Wednesday)

No December meeting

2014 Retreats

June 27, 12 to 5 p.m. (mini retreat)

November 7 to 8

(Friday evening and all day
Saturday)

Public Hospital District #2 of Snohomish County
Summary of Cash Receipts and Disbursements
November & December 2013

November & December 2013
Amount

Receipts:

Swedish/Edmonds Rental Income	1,978,948.45	
Other Rental Income	77,785.79	Value Village
Snohomish County Tax Levy	865,340.08	
Ground Lease Payments	8,333.34	Healthcare Reality
Misc. Reimbursements/Refunds	50,675.97	Interest Income
Total Receipts	<u>2,981,083.63</u>	

Disbursements:

Professional Services:		
Legal Fees	41,240.00	Litigation and Professional Liability Legal Fees
Accounting Fees	2,557.50	Ash Consulting
Consulting Fees	55,235.40	Howard Thomas Consulting
Professional Services	1,156.01	Benefit Solutions Administrator, IT Support, Telephone
Purchased Services	9,645.35	Paychex, Bank Service Fees, Marketing
Sponsorship	25,000.00	Swedish Edmonds Gala
Payroll	75,951.86	5 pay periods Plus Benefit Solutions
Payroll Taxes	26,193.51	5 pay periods
Employee Insurance	7,590.78	Regence Medical & Dental, Principal Life
Employee Retirement Contributions	9,776.15	Valic
Program Expenditures	814,234.50	Includes 6WHY
Workers Compensation	47,574.14	Eberle Vivian
Property Acquisition & Improvement	453,885.11	Escrow, Project Management, Architecture, Due Dilligence
Bond Payment	812,050.00	Annual 2012 LTGO Bond & Interest Payment
Other Miscellaneous Expenses	30,893.66	Supplies, Rent, Canon Lease, Dues, Interest Expense, Taxes, Insurance
Total Disbursements	<u>2,412,983.97</u>	

Public Hospital District #2

Warrant Number	Transaction Date	Payee	Amount	Purpose
Warrant Activity:				
10459	11/06/2013	Comcast	328.43	Internet
10460	11/06/2013	Ash Consulting	1,237.50	Accounting Consulting
10461	11/06/2013	Lynnwood PFD	105.92	Janitorial Supplies Oct 2013
10462	11/06/2013	Washington Employers	58.00	LK & KG to attend Health Care Reform Class
10463	11/06/2013	Snohomish County Treasurer	3,436.89	Property Tax for Prime Pacific Bank
10464	11/06/2013	Lynnwood Convention Center	3,142.34	Convention Center Space for Community Leader Meetings
10465	11/06/2013	Snohomish County PUD	95.00	Electricity
10466	11/06/2013	University of Washington	5,052.00	Program - Pertussis Evaluation
10467	11/15/2013	United Way of Snohomish County	2,000.00	Programs
10468	11/06/2013	Institute for Fitness and Health	87.87	Programs - Joe Piscatella Travel for 10/23 mtg
10469	11/15/2013	MS Helping Hands	10,000.00	Programs
10470	11/06/2013	Falkin Associates, Inc.	11,850.00	Project Management Sept/Oct 2013
10471	11/15/2013	Alzheimer's Association Western & Central	7,209.17	Programs
10472	11/06/2013	Swedish Medical Center Foundation	25,000.00	Sponsorship of Swedish/Edmonds Gala
10473	11/21/2013	Ace Internet Services, Inc.	123.75	IT Support
10474	11/21/2013	Aukema & Associates	188.00	Marketing - Oct 2013 Website Update
10475	11/21/2013	Benefit Solutions Inc	11.50	FSA Administration
10476	11/21/2013	Canon Financial Services	301.13	Copy Machine Lease
10477	11/21/2013	Carney Badley Spellman	5,192.50	Legal Kruger Clinic
10478	11/21/2013	Consolidated Landscape Maintenance, Inc.	256.96	Landscaping
10479	11/21/2013	Foster Pepper	3,713.50	Legal
10480	11/21/2013	Lynnwood Convention Center	1,894.90	Programs - 6WHY 2013 Setup and AV
10481	11/21/2013	Regence BlueShield	3,167.55	Employee Medical Insurance
10482	11/21/2013	Staples	113.48	Office Supplies
10483	11/21/2013	Transformational Partnerships	2,700.00	2013 Board Retreat Facilitation
10484	11/21/2013	Institute for Fitness and Health	87.87	Programs - Joe Piscatella travel 11/4 reunion
10485	11/21/2013	Jeff Samdal & Associates	2,350.00	Kruger Clinic Inspection
10486	12/04/2013	VOID	-	VOID
10487	12/04/2013	Puget Sound Energy	369.31	Natural Gas
10488	12/04/2013	Snohomish County PUD	665.92	Electricity
10489	12/04/2013	Wells Fargo	729.85	Miscellaneous
10490	12/04/2013	Wells Fargo	2,112.41	Miscellaneous
10491	12/04/2013	Lynnwood PFD	3,045.00	Rent
10492	12/04/2013	Ash Consulting	1,320.00	Accounting Consulting
10493	12/04/2013	Comcast	328.43	Internet
10494	12/04/2013	The Daily Herald	36.40	Legal Notice Posting 11/20 Board Meeting
10495	12/04/2013	Department of Labor and Industries	124.96	3Q13 Self Insurance Report
10496	12/04/2013	Principal Financial Group	627.84	Employee Life Insurance
10497	12/11/2013	Ankrom Moisan	24,951.12	Architecture November 2013
10498	12/11/2013	Eberle Vivian	3,843.75	1Q14 Workers Comp Administration
10499	12/11/2013	Electronic Business Machines	878.83	4Q13 Copy Machine Maintenance
10500	12/11/2013	Falkin Associates, Inc.	3,627.50	Project Management Nov 2013
10501	12/11/2013	SCCFOA	25.00	Annual Membership Dues

Warrant Number	Transaction Date	Payee	Amount	Purpose
10502	12/13/2013	Advocate Telecom	383.26	Telephone system support
10504	12/18/2013	Carney Badley Spellman	6,767.00	Legal - Kruger Clinic
10505	12/18/2013	Foster Pepper	7,727.96	Legal
10506	12/18/2013	Lynnwood PFD	240.63	Nov & Dec Janitorial Service
10507	12/18/2013	Sound Publishing, Inc.	36.40	Legal Notice of Board Meeting
10508	12/18/2013	The Lynnwood Chamber	150.00	Annual Membership Dues
10509	12/18/2013	Jeff Samdal & Associates	2,350.00	Property Condition Assessment of Kruger Clinic
10510	12/18/2013	Staples	139.41	Supplies
10511	12/18/2013	TLG Learning	235.00	LK Excel Class
10512	12/18/2013	City of Lynnwood	5,319.60	Permit for construction of HWC
10513	12/18/2013	Consolidated Landscape Maintenance, Inc.	235.06	Landscaping
10514	12/18/2013	Krames Staywell	3,000.00	1Q14 Website Content
10515	12/18/2013	Regence BlueShield	3,167.55	Employee Medical Insurance
10516	12/31/2013	Lynnwood PFD	3,045.00	Rent
10517	12/31/2013	Canon Financial Services	301.13	Copy Machine Lease
10518	12/31/2013	Jason Becker Creative	1,030.00	Marketing - Verdant Style Guide
10519	12/31/2013	Principal Financial Group	627.84	Employee Life Insurance
10520	12/31/2013	Aukema & Associates	752.00	Marketing - Website Update Nov 2013
10521	12/31/2013	Consolidated Landscape Maintenance, Inc.	127.75	Landscaping
10522	12/31/2013	Enduris	10,782.00	Insurance for Kruger Clinic
10523	12/31/2013	Bank of New York Mellon	301.75	Annual Admin Fee for 2012 LTGO Bonds
10524	12/31/2013	Thomas & Associates	55,235.40	Oct, Nov, Dec Consulting
10525	12/31/2013	Wells Fargo	443.92	Miscellaneous
10526	12/31/2013	Ace Internet Services, Inc.	637.50	IT Support
10527	12/31/2013	Puget Sound Energy	619.12	Natural Gas
Total Warrants			236,045.86	

Wire/ACH Activity:

11/1/2013	Payroll	16,207.37	ACH payroll transfer
11/1/2013	Department of Treasury	5,461.11	Payroll taxes for 10/26/13 pay period ending
11/1/2013	Paychex	82.79	Fee for payroll processing
11/1/2013	Valic	1,949.92	Payroll 401(a)/457 Deposit
11/15/2013	Payroll	15,422.49	ACH payroll transfer
11/15/2013	Department of Treasury	5,273.79	Payroll taxes for 11/9/13 pay period ending
11/15/2013	Paychex	82.79	Fee for payroll processing
11/15/2013	Valic	1,963.06	Payroll 401(a)/457 Deposit
11/29/2013	Payroll	15,269.65	ACH payroll transfer
11/29/2013	Department of Treasury	5,203.35	Payroll taxes for 11/23/13 pay period ending
11/29/2013	Paychex	82.79	Fee for payroll processing
11/29/2013	Valic	1,937.59	Payroll 401(a)/457 Deposit
12/13/2013	Payroll	14,097.57	ACH payroll transfer
12/13/2013	Department of Treasury	5,069.01	Payroll taxes for 12/7/13 pay period ending
12/13/2013	Paychex	71.37	Fee for payroll processing
12/13/2013	Valic	1,975.72	Payroll 401(a)/457 Deposit

Date	Payee	Amount	Purpose
12/27/2013	Payroll	14,724.02	ACH payroll transfer
12/27/2013	Department of Treasury	5,186.25	Payroll taxes for 12/21/13 pay period ending
12/27/2013	Paychex	67.09	Fee for payroll processing
12/27/2013	Valic	1,949.86	Payroll 401(a)/457 Deposit
11/10/2013	Wells Fargo	62.42	Bank Service Fee
11/10/2013	Wells Fargo	54.58	Bank Service Fee
11/10/2013	Wells Fargo	415.53	Bank Service Fee
11/15/2013	Bank of America - Fees	19.82	Bank Service Fee
12/10/2013	Wells Fargo	53.11	Bank Service Fee
12/10/2013	Wells Fargo	471.66	Bank Service Fee
12/10/2013	Wells Fargo	49.22	Bank Service Fee
12/15/2013	Bank of America - Fees	19.84	Bank Service Fee
11/15/2013	American Diabetes Association	4,166.67	Program Payment
11/15/2013	American Heart Association	800.00	Program Payment
11/15/2013	Boys & Girls Club of Snohomish County	9,328.25	Program Payment
11/15/2013	Cascade Bicycle Club Education Foundation	6,416.67	Program Payment
11/15/2013	Center for Human Services	13,523.67	Program Payment
11/15/2013	ChildStrive	22,000.00	Program Payment
11/15/2013	City of Lynnwood	6,455.67	Program Payment
11/15/2013	Community Health Center of Snohomish Co	8,333.33	Program Payment
11/15/2013	Domestic Violence Services Snohomish Co	1,621.08	Program Payment
11/15/2013	Edmonds Community College	11,712.25	Program Payment
11/15/2013	Edmonds School District No. 15	39,433.33	Program Payment
11/15/2013	Edmonds Senior Center	4,518.00	Program Payment
11/15/2013	Free Range Health	1,767.42	Program Payment
11/15/2013	Medical Teams International	4,000.00	Program Payment
11/15/2013	Parent Trust for WA Children	2,083.33	Program Payment
11/15/2013	Prescription Drug Assistance Foundation	4,166.67	Program Payment
11/15/2013	Program for Early Parent Support	3,333.33	Program Payment
11/15/2013	Project Access Northwest	6,666.67	Program Payment
11/15/2013	Providence Hospice & Home Care Foundation	12,916.67	Program Payment
11/15/2013	Puget Sound Christian Clinic	7,500.00	Program Payment
11/15/2013	Senior Services of Snohomish County	46,686.67	Program Payment
11/15/2013	Smithwright Services	5,416.67	Program Payment
11/15/2013	Washington CAN! Education & Research Fund	18,000.00	Program Payment
11/15/2013	Wonderland Development Center	11,250.00	Program Payment
11/15/2013	YWCA of Seattle, King and Snohomish Co	4,166.66	Program Payment
11/15/2013	Seattle Visiting Nurse Association	18,405.00	Program Payment
11/15/2013	American Red Cross	2,500.00	Program Payment
11/15/2013	Team Child	8,187.50	Program Payment
11/15/2013	Within Reach	12,500.00	Program Payment
11/15/2013	YMCA of Snohomish County	75,000.00	Program Payment
11/21/2013	Seattle Visiting Nurse Association	10,605.00	Program Payment
12/16/2013	Alzheimer's Association Western & Central	7,209.17	Program Payment
12/16/2013	American Diabetes Association	4,166.67	Program Payment
12/16/2013	American Heart Association	800.00	Program Payment
12/16/2013	Boys & Girls Club of Snohomish County	9,328.25	Program Payment
12/16/2013	Cascade Bicycle Club Education Foundation	6,416.67	Program Payment

	Date	Payee	Amount	Purpose
	12/16/2013	Center for Human Services	13,523.67	Program Payment
	12/16/2013	ChildStrive	22,000.00	Program Payment
	12/16/2013	City of Lynnwood	6,455.67	Program Payment
	12/16/2013	Community Health Center of Snohomish Co	8,333.33	Program Payment
	12/16/2013	Domestic Violence Services Snohomish Co	1,621.08	Program Payment
	12/16/2013	Edmonds Community College	11,712.25	Program Payment
	12/16/2013	Edmonds School District No. 15	39,433.33	Program Payment
	12/16/2013	Edmonds Senior Center	4,518.00	Program Payment
	12/16/2013	Free Range Health	1,767.42	Program Payment
	12/16/2013	Medical Teams International	4,000.00	Program Payment
	12/16/2013	Mountlake Terrace Senior Center	60,000.00	Program Payment
	12/16/2013	Parent Trust for WA Children	2,083.33	Program Payment
	12/16/2013	Prescription Drug Assistance Foundation	4,166.67	Program Payment
	12/16/2013	Program for Early Parent Support	3,333.33	Program Payment
	12/16/2013	Project Access Northwest	6,666.67	Program Payment
	12/16/2013	Providence Hospice & Home Care Foundation	12,916.67	Program Payment
	12/16/2013	Puget Sound Christian Clinic	7,500.00	Program Payment
	12/16/2013	Senior Services of Snohomish County	46,686.67	Program Payment
	12/16/2013	Smithwright Services	5,416.67	Program Payment
	12/16/2013	Washington CAN! Education & Research Fund	18,000.00	Program Payment
	12/16/2013	Wonderland Development Center	11,250.00	Program Payment
	12/16/2013	YWCA of Seattle, King and Snohomish Co	4,166.66	Program Payment
	12/30/2013	Seattle Visiting Nurse Association	5,970.00	Program Payment
	12/31/2013	City of Mountlake Terrace	75,000.00	Program Payment
	11/7/2013	Benefit Solutions Inc.	57.69	FSA Payments
	11/20/2013	Benefit Solutions Inc.	57.69	FSA Payments
	12/4/2013	Benefit Solutions Inc.	57.69	FSA Payments
	12/18/2013	Benefit Solutions Inc.	57.69	FSA Payments
	11/25/2013	WA Department of Revenue	1,070.33	B&O tax for November 2013
	12/27/2013	WA Department of Revenue	831.94	B&O tax for December 2013
	12/10/2013	Harland Clarke Check	131.99	Check Stock
	11/29/2013	Bank of New York Mellon	812,050.00	2012 LTGO Bond Payment
	11/18/2013	Chicago Title	400,000.00	Escrow Payment for Kruger Clinic
		Total Wires/ACH Transactions	2,115,441.48	

Workers Compensation Claims Activity:

305074-095	Nov-Dec 2013	Various Claimants/Vendors	43,730.39	Administered by Eberle Vivian
------------	--------------	---------------------------	-----------	-------------------------------

Professional Liability Activity:

380000470-476	Nov-Dec 2013	Various Claimants/Vendors	17,766.24	Administered by Sedgwick
---------------	--------------	---------------------------	-----------	--------------------------

Total Disbursements

\$ 2,412,983.97

Deposits:	Date	Payer	Amount	Purpose
	11/1/2013	Swedish/Edmonds	655,636.21	Monthly lease
	11/1/2013	Value Village	26,678.67	Monthly lease
	11/4/2013	Dave Earling	150.00	Reimbursement for attendance of S/E Gala
	11/4/2013	Superintendent	150.00	Reimbursement for attendance of S/E Gala
	11/4/2013	Grant Dull	150.00	Reimbursement for attendance of S/E Gala
	11/4/2013	Rehabilitation Sports & Spine Center	178.19	Refund for overpayment of W/C
	11/10/2013	Snohomish County	705,230.91	Tax Levy
	11/18/2013	Ash Consulting	300.00	Reimbursement for attendance of S/E Gala
	11/18/2013	John B Williams	150.00	Reimbursement for attendance of S/E Gala
	11/18/2013	PFD - Copies	79.85	Copies
	11/25/2013	Healthcare Realty Services, Inc.	4,166.67	Monthly lease
	11/25/2013	George Kosovich	150.00	Reimbursement for attendance of S/E Gala
	11/29/2013	Swedish/Edmonds	655,636.21	Monthly lease
	11/30/2013	Wells Fargo Investment Income	19.63	Interest
	11/30/2013	Comerica Investment Income	0.43	Interest
	12/2/2013	Value Village	26,678.67	Monthly lease
	12/10/2013	Snohomish County	160,109.17	Tax Levy
	12/10/2013	Safety National Casualty Corporation	1,264.06	Insurance Reimbursement for W/C
	12/23/2013	Healthcare Realty Services, Inc.	4,166.67	Monthly lease
	12/23/2013	Department of Labor and Industries	33,696.31	L&I Settlement
	12/23/2013	Department of Labor and Industries	124.96	L&I Refund
	12/23/2013	PFD - Copies	120.15	Copies
	12/23/2013	Chicago Title	2,326.15	Refund from Title Co for Kruger Clinic
	12/26/2013	Bank of America Merrill Lynch	4,287.67	Refund for payment of 1999 LTGO Remarketing Fees
	12/31/2013	Swedish/Edmonds	667,676.03	Monthly lease
	12/31/2013	Carney Badley Spellman	6,767.00	Refund for duplicate payment of Legal for Kruger Clinic
	12/31/2013	Catholic Community Services	743.10	Refund for unused program funds
	12/31/2013	Value Village	24,428.45	Monthly lease
	12/31/2013	Wells Fargo Investment Income	18.04	Interest
	12/31/2013	Comerica Investment Income	0.43	Interest
	Total Deposits		\$ 2,981,083.63	

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT #2
SNOHOMISH COUNTY, WASHINGTON

WARRANT APPROVAL

We, the undersigned Board of Commissioners of Public Hospital District #2 of Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that Warrant Numbers 10459 through 10527 have been issued for payment in the amount of \$236,045.86. These warrants are hereby approved.

Attest:

Lisa M. King

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Warrants Processed:	11-1-13 – 12-31-13		\$236,045.86
Work Comp Claims Pd:	11-1-13 – 12-31-13		43,730.39
Professional Liability Pd:	11-1-13 – 12-31-13		17,766.24
Payroll:	10-13-13 – 10-26-13	16,207.37	
	10-27-13 – 11-9-13	15,422.49	
	11-10-13 – 11-23-13	15,269.65	
	11-24-13 – 12-7-13	14,097.57	
	12-8-13 – 12-21-13	<u>14,724.02</u>	
			75,721.10
Electronic Payments:	Payroll Taxes	26,193.51	
	Paychex	386.83	
	Valic Retirement	9,776.15	
	Benefit Solutions	230.76	
	Bank Fees	1,146.18	
	WA State Dept Revenue	1,902.27	
	Harland Clarke Check Co.	131.99	
	Chicago Title	400,000.00	
	Bond Payment	812,050.00	
	Program Expenditures	<u>787,902.69</u>	
			<u>2,039,720.38</u>
Grand Total			<u>\$2,412,983.97</u>

January 2014 Program Summary

Summary of Programs for Discussion

- Follow-up on three Building Healthy Communities Fund applications
- Follow-up on four previously submitted applications
- Two program renewal requests
- Three new funding applications for review

Building Healthy Communities Fund

In December, Verdant held a study session to review three large requests in more detail. After additional review, the program committee is recommending two projects for approval:

- **Edmonds School District & City of Edmonds – Woodway Recreation Campus Renovation for \$2.5 million.**
The committee is recommending funding the project over a four year period from 2014-2017.
- **Cities of Edmonds, Lynnwood, and Mountlake Terrace – Bikelink project for \$1.9 million.** The committee is recommending funding the project over a three year period from 2014-2016.

Not Recommended for Funding:

- **Snohomish County Parks & Recreation Department - Esperance Park Project (\$1.1 million request)**

Program Spending Forecast

The funds would be expended as indicated in the table below (rows 8-9). The program committee would like to note that this leaves only \$199,270 of additional budget available for new programs in 2014. During 2014 budget discussions, the program committee understood there was interest from board members in increasing the program budget if funds were expended, and it now appears that a budget adjustment will be necessary.

		2014	2015	2016	2017
1	Grants Currently Under Contract	\$ 3,626,564	\$ 2,125,829	\$ 1,082,340	
2	Likely Grant Renewal Requests	\$ 466,667	\$ 1,325,515	\$ 1,907,582	
3	New Grants	\$ 199,270	\$ 1,321,990	\$ 2,211,912	
4	Subtotal Grants	\$ 4,292,500	\$ 4,773,334	\$ 5,201,834	\$ 6,645,834
5	Internal Programs	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
6	Superintendent Discretionary	\$ 237,500	\$ 284,000	\$ 307,500	\$ 345,000
7	Building Healthy Communities	2014	2015	2016	2017
8	BikeLink	\$ 470,000	\$ 706,000	\$ 724,000	
9	Woodway	\$ 500,000	\$ 666,666	\$ 666,666	\$ 666,666
10	Subtotal Building Healthy Communities	\$ 970,000	\$ 1,372,666	\$ 1,390,666	\$ 666,666
11	Total Program Spending	\$ 5,750,000	\$ 6,680,000	\$ 7,150,000	\$ 7,907,500
12	% Building Healthy Communities spending	17%	21%	19%	8%
13	% Regular program spending	83%	79%	81%	92%

Follow-Up on Previous Applications

Recommended for Funding:

- **Edmonds Community College – Veterans Support Center:** A multi-year request to support the new EdCC veteran's center. Funds would be used to pay for 2/3 the cost of a veteran's support specialist that would focus on case management and the mental and physical well-being of student veterans. The program would expect to serve 350 student veterans per year and would focus on outcomes like access to peer support, counseling, and accessing other services. **The program committee is recommending fully funding the request for three years at \$52,756 per year.**

For Additional Board Discussion:

- **Puget Sound Kidney Center Foundation – Chronic Kidney Disease Education and Prevention Program:** a revised request for a new program focused on helping to reduce the progression of kidney disease. The request would fund 1.1 FTE positions for a program manager, social worker, dietician, and a nurse. The program would expect to serve 50 individuals per year out of the organization's Mountlake Terrace office, and outcomes would be focused on keeping patients off of dialysis and increasing use of home therapy options. **The program committee would like board member feedback on the proposal.** The revised request (\$70k in year 1, \$50k in year 2, \$40k in year 3) was more consistent with the program committee member's thinking than the original request, but there were still some concerns about the education model and relatively narrow population served.

Not Recommended for Funding:

- **Snohomish County Fire District 1 - Disaster Medicine Project:** a multi-year funding request to create a community-based disaster readiness program. The project would recruit military veterans and volunteers, train hospital staff and first responders, and conduct disaster exercises. Funds would be used for 2 staff positions, exercises, and equipment. **After further discussion, the program committee is not recommending funding the program at this time.** The committee still has concerns about the request size (\$190,000 per year) and the fact that Verdant is the only identified source of grant funding. In order to consider funding the project at this level, the program committee would like to see other funders step up in support of the program.
- **Mountlake Terrace Police Department – Automated External Defibrillator (AED):** a \$22,126 request to purchase 10 AED units to be placed in police vehicles, the police station front lobby, and prisoner holding facility. **The program committee is not recommending funding the request at this time.**

Funding Renewal Requests

Recommended for Funding:

- **American Heart Association – Go Red Connect & Better U:** a request for a second year of funding for a prevention program focused on heart health issues for women. The program kicks off with an education and screening event at Alderwood Mall and seeks to enroll 50 participants into a 12 week wellness program. The program met its goals in the first year of funding and participants showed good biometrics results (ex. average cholesterol drop of 30 pts). **The program committee is recommending fully funding the request on a one-time basis at \$25,234.**
- **Senior Services of Snohomish County – Care Coordination:** a renewal request for a program that integrates care coordination between Swedish/Edmonds, the fire district, and community services for adults. The program exceeded its goal for referrals (470 vs. 250) in the second year of the program. Outcomes tracked include patients' ability to manage their conditions, follow-up with primary care, and access to other resources. **The program committee is recommending fully funding the request for two years at \$135,000 per year.**

New Funding Requests

Recommended for Funding:

- **Lynnwood Fire Department –Mobile Integrated Care:** a funding request for a mobile integrated care program in Lynnwood (similar to community paramedicine). The goal of the program is to serve 500 residents and focus on reducing 911 and ED utilization, improving transitions of care for home caregivers, and supporting individuals with chronic health conditions. **The program committee is recommending fully funding the request for two years at \$108,259 per year.**
- **Edmonds School District—Nutrition Assessment:** a one-time request to support planning efforts on nutrition policies within the school district. The project would assess current district food practices and support research on best practices in school nutrition, including on farm-to-school programs. Funding would primarily be used to pay for an external nutrition consultant to support the project. **The program committee is recommending fully funding the request on a one-time basis for \$11,980.**

For Additional Board Discussion:

- **Edmonds Lacrosse – First Sport Grant:** a one-time request of \$15,000 to offer Lacrosse to students within the Edmonds School District. Grant funds would be used to subsidize registration fees, provide equipment, and support program marketing. **The program committee would like board member feedback on the proposal.** The committee appreciated the program's approach, which would eliminate financial barriers for participating in sports, but the committee was somewhat concerned about supporting youth sports programs, which Verdant has not yet funded.

Verdant Health Commission Proposal Summary January 2014

	A	B	C	D	E	F	G	H	I
	Revised Funding Requests		Request for funding			Priority Area			
#	Name	Description	Year 1	Year 2	Year 3	Education & Empowerment	Prevention	Access to Healthcare	Policy & Advocacy
1	Puget Sound Kidney Centers Foundation - Chronic Kidney Disease Education and Prevention Program	A revised funding request focused on helping to reduce the progression of kidney disease and stabilize kidney function for patients, particularly for individuals with chronic kidney disease. The request would fund 1.1 FTE in total for four staff (program manager, social worker, dietician, and a nurse). The program would expect to serve 50 individuals per year out of the organization's MLT office, and outcomes would be focused on keeping patients off of dialysis and increasing use of home therapy options.	\$70,000 (was \$326,000)	\$50,000 (was \$194,000)	\$40,000 (was \$203,000)	X	X	X	
2	Disaster Medicine Project - Fire District 1	A revised funding request to create a community-based disaster readiness program. The purpose is to build the capability for first responders and hospital staff to respond in emergencies. The project would recruit military veterans and volunteers, train hospital staff and first responders, and conduct disaster exercises. Funds would be used for staffing (2 positions + 2 provided in-kind), exercises, and equipment.	\$190,040 (was \$288,580)	\$199,230 (was \$144,290)			X		X
3	Edmonds Community College	A multi-year request to support the new EdCC veterans center. Funds would be used to pay for 2/3 the cost of a veteran's support specialist that would focus on case management and the mental and physical well being of student veterans. The program would expect to serve 350 student veterans per year and the applicant has reworked the proposal to include outcomes on like access to support services like counseling and peer support. The program does still include measures around achieving academic or career goals.	\$52,756	\$52,756	\$52,756	X	X	X	
4	Mountlake Terrace Police Department - Automated External Defibrillator (AED)	A request to purchase 10 AED units to be placed in police vehicles, the police station front lobby, and prisoner holding facility.	\$22,126					X	

Verdant Health Commission Proposal Summary January 2014

#	Name	Description	Year 1	Year 2	Year 3	Education & Empowerment	Prevention	Access to Healthcare	Policy & Advocacy
Renewal Requests									
5	American Heart Association - Go Red Connect & BetterU Challenge	A request for a second year of funding for a prevention program focused on heart health issues for women. The program kicks off with an education and screening event at Alderwood Mall and seeks to enroll 50 participants into a 12 week wellness program. The program met its goals in the first year of funding and participants showed good biometrics results (ex. average cholesterol drop of 30 pts).	\$25,237			X	X	X	
6	Senior Services of Snohomish County Care Coordination	Renewal request for a program that integrates care coordination between Swedish/Edmonds, the fire district, and community services for adults. The program exceeded its goal for referrals (470 vs. 250) in the second year of the program. Outcomes tracked include patients' ability to manage their conditions, follow up with primary care, and access to other resources.	\$135,000	\$135,000		X	X	X	
New Requests									
7	Edmonds Lacrosse Club - First Sport Grant	A one-time request to offer Lacrosse to students within the Edmonds School District. Grant funds would be used to subsidize registration fees, provide equipment, and support program marketing.	\$15,000			X	X		
8	Lynnwood Fire Department - Mobile Integrated Care	A funding request for a mobile integrated care program in Lynnwood (similar to community paramedicine). The goal of the program is to serve 500 residents and focus on reducing 911 and ED utilization, improving transitions of care for home caregivers, and supporting individuals with chronic health conditions.	\$108,259	\$108,259		X	X	X	
9	Edmond School District - Nutrition Assessment	A one-time request to support planning efforts on nutrition policies within the school district. The project would assess current district food practices and support research on best practices in school nutrition, including on farm-to-school programs. Funding would primarily be used to pay for an external nutrition consultant to support the project.	\$11,980				X		X

January 2014 Marketing Report

6 Weeks to a Healthier You 2014

- Dates scheduled are:

Session 1: April 15	Make Your Health Last as Long as Your Life
Session 2: April 22	Eating Healthy in a Doubleburger.com World
Session 3: April 29	Move It or Lose It
Session 4: May 6	Take a Load Off Your Heart
Session 5: May 13	Raising Fit Kids in a Fast World
Session 6: May 20	Healthy Cooking at Home

Each session is from 6:30-8:00 p.m. at the Lynnwood Convention Center.

- New sponsors/partners include:
 - Snohomish County
 - Sno-Isle Libraries
 - University of Washington Bothell

Community Events

- Feb. 26, 10 a.m. – 2 p.m. – Edmonds Community College Wellness Bash
- March 15, time TBD – WithinReach Community Health Fair at Lynnwood Senior Center
- March 21, 9 a.m. – 2:45 p.m. – Snohomish County Alzheimer's Family Caregiver Conference at Unity Church in Lynnwood

***Swedish/Edmonds Charity Care Policy Change
Request for Approval to Snohomish County Hospital District #2
January, 2014***

Overview:

- Swedish is in the process of revising its charity care policy.
- The Lease and Operating Agreement between Swedish and the District requires that any material change to our charity care policy that is not required by law or regulation.
- It is our belief that no patient will be adversely affected by these changes. The changes clarify the policy, and allow more flexibility to address the different financial needs of the patients. Patients that continue to qualify and require Charity Care will continue to be supported in this new policy.

High-level Summary of Revisions:

- **Layout, format changes:** We were tasked with aligning our policy as closely as possible with Providence. As a result, we used their policy as a starting point and updated their language as necessary to reflect our policy at Swedish.
- **Time Period for Charity Approval:** According to our current policy, charity care is approved for six months. However, we have found that six months is not always an appropriate duration for our patients. Some have longer term medical needs while others have medical situations which are resolved relatively quickly. As such, our new policy does not mention a time period by which charity care is approved. We look at each patient on a case by case basis and set a duration that is appropriate for their medical condition. In addition, we will review a patient's need for an extension if their care requirements exceed the initial duration approved.
- **Medically necessary services:** Our revised policy clarifies that financial assistance is only approved for medically necessary services. This has always been our practice but it was not clearly stated in our current policy.
- **Sliding scale for discounted care:** Our current policy includes a sliding discount scale for insured patients and a separate scale for uninsured patients. Our revised policy includes one sliding discount scale that applies to both insured and uninsured patients. It's worth noting that all uninsured patients automatically receive a 30% discount off of gross charges before any charity discounts are applied. The changes to the sliding scale are intended to simplify the policy without adversely impacting our charity patients.

Additional Documents/Attachments:

- Current policy
- Current discount scales
- Revised policy



FINANCIAL ASSISTANCE – CHARITY CARE

ADMINISTRATIVE POLICY

Campus: All Swedish Hospital Facilities & Departments

Approved: DRAFT

Department: Revenue Cycle

Next Review:

Purpose

The purpose of this policy is to outline the circumstances under which financial assistance (also referred to as “charity care”) may be provided to qualifying low income patients for medically necessary healthcare services provided by a Swedish hospital facility (Swedish).

Policy

Swedish is committed to the provision of medically necessary healthcare services to community members and those in emergent medical need, without delay, regardless of their ability to pay.

1. Swedish will comply with federal and state laws and regulations relating to emergency medical services and charity care.
2. Swedish will provide charity care to qualifying patients to relieve them of all or some of their financial obligation for medically necessary SHS healthcare services.
3. In alignment with its Core Values, Swedish will provide charity care to qualifying patients in a respectful, compassionate, fair, consistent, effective and efficient manner.
4. Swedish will not discriminate on the basis of age, sex, race, creed, color, disability, sexual orientation, national origin, or immigration status when making charity care determinations.
5. In extenuating circumstances, Swedish may at its discretion approve charity care outside of the scope of this policy.
6. Swedish prohibits the billing of gross charges on any medical care for patients eligible for financial assistance.

Eligibility Requirements:

Charity care is typically secondary to all other financial resources available to the guarantor (financially liable individual) including but not limited to insurance, third party liability payors, government programs and outside agency programs. In situations where appropriate primary payment sources are not available or feasible, guarantors may apply for charity care based on the eligibility requirements in this policy.

Charity care is granted for medically necessary services only. For Swedish hospitals, these are appropriate hospital based services as defined by WAC 246-453-010(7).

Charity care is typically only granted for patients who reside in Washington counties where services are provided by Swedish. Exceptions may be made for non-residents in need of emergent services or in situations where a medically necessary service is not performed in the service area where the patient resides.

Eligibility for charity care shall be based on financial need at the time of application. All resources of the family as defined by the WAC ¹ are considered in determining the applicability of the Swedish sliding fee scale in Attachment A.

The full amount of charges will be determined to be charity care for any guarantor whose gross family income is at or below 100% of the current federal poverty guideline level (consistent with WAC 246-453), provided that such persons are not eligible for other private or public health coverage sponsorship (see RCW 70.170.060 (5)).

The Swedish sliding fee scale will be used to determine the amount to be written off as charity care for guarantors with incomes between 101% and 400% of the current federal poverty level after all funding possibilities available to the guarantor have been exhausted or denied and personal financial resources and assets have been reviewed for possible funding to pay for billing charges. Charges may be written off as charity care for guarantors with family income in excess of 400% of the federal poverty level when circumstances indicate severe financial hardship or personal loss.

Swedish may choose to grant charity care based solely on an initial determination of a guarantor's status as an indigent person. In these cases, documentation may not be required. In all other cases, documentation is required to support an application for charity care. This may include: proof of income and assets from any source, including but not limited to copies of recent paychecks, W-2 statements, income tax returns, and/or bank statements showing activity. If adequate documentation cannot be provided Swedish may ask for additional information.

Catastrophic Exceptions

If a patient is seeking assistance with medical bills but does not meet income qualifications for charity care under the guidelines of the scale, he/she may request a review for a discount based upon catastrophic consideration. If the patient's balance exceeds 10% of a patient's annual income over a one-year period, he/she may be eligible for catastrophic charity care. Catastrophic approvals require department director approval.

Public Notices:

¹ As defined in WAC 246-453-010(17).

Swedish displays signage and information about its Charity Policy at appropriate access areas. This includes paper copies of the policy and application forms which are provided without charge. Brochures are available for dissemination upon request and are available in several languages including but not limited to English, Spanish and Chinese. Swedish publicizes this policy on its website which includes a downloadable plain language summary and application form. Swedish also notifies residents of the community who are most likely to require financial assistance by disseminating information to local organizations.

Evaluation Process:

Patients may apply for charity care at the time of service, or at any point in the billing process up to the resolution of the account. A person seeking charity care will be given a preliminary screening and if this screening does not disqualify him/her for charity care, an application will be provided with instructions on how to apply. As part of this screening process Swedish will review whether the guarantor has exhausted or is not eligible for any third-party payment sources. Where the guarantor's identification as an indigent person is obvious to SHS a prima-facie determination of eligibility may be made and in these cases SHS may not require an application or supporting documentation.

A guarantor who may be eligible to apply for charity care after the initial screening will be given fourteen (14) days to provide sufficient documentation to SHS to support a charity determination. Based upon documentation provided with the charity application, Swedish will determine if additional information is required, or whether a charity determination can be made. The failure of a guarantor to reasonably complete appropriate application procedures shall be sufficient grounds for Swedish to deny charity care.

Swedish will notify the guarantor of a final determination within fourteen (14) business days of receiving the necessary documentation.

The guarantor may appeal the determination of ineligibility for charity care by providing relevant additional documentation to Swedish within thirty (30) days of receipt of the notice of denial. All appeals will be reviewed and if the determination on appeal affirms the denial, written notification will be sent to the guarantor and the Department of Health in accordance with state law. The final appeal process will conclude within thirty (30) days of the receipt of a denial by the applicant.

Billing and Collections Information

SHS has a separate Billing and Collections Policy (titled "Bad Debt Assignment Policy") which governs the practices for assigning accounts to collection. This policy is available to the public free of charge on the website or upon request.

Authors

Elise Myers, System Director, Revenue Cycle
Iris Mireau, Customer Service Manager

ATTACHMENT A

Charity Care Percentage Sliding Fee Scale

The full amount of charges will be determined to be charity care for any guarantor whose gross family income is at or below 100% of the current federal poverty guideline level (consistent with WAC 246-453), provided that such persons are not eligible for other private or public health coverage sponsorship (see RCW 70.170.060 (5)).

For guarantors with income and resources above 101% of the FPL the Swedish sliding fee scale below applies.

In determining the applicability of the Swedish sliding fee scale all resources of the family as defined by WAC 246-453-010(17) are taken into account for guarantors with income and assets between 101% and 200% of the FPL.

For guarantors with income and assets above 200% of the FPL household income and assets are considered in determining the applicability of the sliding fee scale.

Income and assets as a percentage of Federal Poverty Guideline Level	Percent of discount (write-off) from original charges	Balance billed to guarantor
101-200%	100%	0%
201-222%	90%	10%
223-244%	80%	20%
245-267%	70%	30%
268-289%	60%	40%
290-311%	50%	50%
312-333%	40%	60%
334-400%	30%	70%

FINANCIAL ASSISTANCE (CHARITY CARE)

Administrative Policy and Procedure	
Approved: March 2013	Next Review: March 2016
Department: Patient Registration, Patient Financial Services	
Population Covered: Hospital inpatients and outpatients	

Related Policies/Procedures:

[Patient Health Information: Federal Poverty Level \(FPL\) Documentation](#)

Go directly to:

[Public Notices](#)

[Timing of Application](#)

[Eligibility Criteria](#)

[Eligibility Period](#)

[Identification of Charity Care Candidates](#)

[General Application Process](#)

[Catastrophic Determination](#)

Purpose

To describe the policy and procedure for providing financial assistance to patients.

Policy Statement

Swedish Medical Center is committed to the provision of healthcare services to all persons in need of medical attention regardless of their ability to pay. To fulfill this commitment and protect the integrity of operations, employees will utilize the following criteria in making consistent decisions regarding eligibility for charity care, financial assistance or uncompensated care for hospital based services. The terms “charity care,” “financial assistance,” and “uncompensated care” are used interchangeably for purposes of describing Swedish’s policy according to WAC guidelines for charity care.

Employees are responsible for processing applications in a respectful and courteous manner. Processing should in no way discourage patients from receiving healthcare, or result in the delayed provision of essential healthcare services. Charity care/financial assistance is available to any eligible patient without regard to race, color, sex, religion, age or national origin. All interactions with patients must respect the inherent worth of all persons and their individual dignity. To this end, Swedish also chooses to utilize the term “financial assistance” when working with patients in our community.

Responsible Persons

Patient Registration Representatives, Financial Counselor, Patient Financial Services, Financial Patient Relations.

Prerequisite Information

None.

PROCEDURE

PUBLIC NOTICES

1. SMC's financial assistance (charity care) policy is made available via wall posters that are located in registration areas and emergency departments.
2. Letter-size posters are also available in departments and Health Resource Centers.
3. Brochures are available for dissemination or upon request and are available in several languages, including but not limited to English, Spanish and Chinese.
4. Brochures, applications and the sliding scale are available to any person requesting the information, whether in person, by mail, or by telephone.

TIMING OF APPLICATION

Patients may apply for charity care prior to service, at the time of service, or at any point in the billing process up to the resolution of the account.

ELIGIBILITY CRITERIA

1. Swedish Medical Center employs two scales for charity care.

- a. Insured Patients – Charity Care

This scale covers patients at 100% charity if their income is 200% of the federal poverty guideline. The sliding scale discounts from a high of 85% to a low of 10%. Income for the sliding scale goes up to 350% of poverty.

- b. Uninsured Patients—Charity Care

This scale also covers patients at 100% of charity if their income is 200% of the federal poverty guideline. The sliding scale discounts from a high of 90% to a low of 60%. Income for the sliding scale goes up to 400% of poverty.

Catastrophic eligibility is available in either scale. Catastrophic cases have income exceeding the maximum income for either scale but represent a severe financial hardship. To assure consistency in application of catastrophic eligibility, patients will be eligible for catastrophic charity care when the Swedish bill exceeds 10% of the annual household income over a one-year period.

2. Eligibility is based on pre-tax income. Income includes the following forms:

- Wages
- Salaries
- Welfare payments
- Social Security payments
- Strike benefits
- Unemployment or disability benefits
- Child support
- Alimony
- Net earnings from business activity
- Net earnings from investments

3. Charity care is generally secondary to all other financial resources, including:
 - Group or individual medical plans
 - Workers Compensation
 - Medicare
 - Medicaid
 - Other state, federal or military programs
 - Third party liability
 - Any other situation where another person or entity may have legal responsibility to pay for the costs of the medical services.

ELIGIBILITY PERIOD

Once a patient is determined to be eligible for charity care, he or she remains eligible for a period of six months from the date of approval. The charity care approval is applied to existing accounts.

IDENTIFICATION OF CHARITY CARE CANDIDATES

1. Every effort is made to identify patients who would benefit from charity care at the earliest point possible. Care for a patient's well-being is as important as care for their medical needs. It is our goal to diminish a patient's worry over health care bills.
2. Employees must be alert to indications that the patient or family has concerns about their ability to pay health care bills, even if the patient does not specifically ask about charity care or financial assistance.
3. Possible candidates for charity care include but are not limited to:
 - Patients who have had eligibility for Medicaid programs such as GAU, MI or Family Planning Only.
 - Patients who are homeless.
 - Patients who have no health care insurance.
 - Patients who have health insurance but limited benefits, large deductibles or out of pocket expenses.
 - Patients covered by Medicare without secondary insurance.
 - Patients facing catastrophic care.
4. Charity care referrals are accepted from:
 - Patients
 - Family members
 - Friends representing the patient
 - Physicians
 - Community or religious groups
 - Social workers, discharge planners or case managers
 - Telephone referrals
 - Mail requests
 - On site, in person requests
5. Services covered include but are not limited to:
 - Emergency room care
 - Services when life is endangered
 - Services to alleviate pain or suffering
 - Services

6. Services excluded from coverage include:

- Physician services including but not limited to those of surgeons, anesthesiologists, radiologists and emergency room physicians.
- Services related to the diagnosis and treatment leading to or in conjunction with bone marrow transplant for either the donor or recipient.
- All services related to in-vitro fertilization, sperm or egg harvesting, abortion or sterilization.
- Outpatient pharmacy services including prescription drugs that may be dispensed at the time of inpatient discharge (see corporate policy “Charitable Discharge Medications”).
- Any procedure for cosmetic purposes

GENERAL APPLICATION PROCESS

1. Once a patient is identified as a charity care candidate a further interview will occur.
2. Interpreters will be offered and arranged as appropriate.
3. Registrars or financial counselors may assist patients in completion of applications.
4. Determination is made for one of the following categories:
 - The patient has health insurance.
 - The patient has no health insurance and is uninsured.
5. A complete application including patient signature is required in all cases where indigent status is not obvious.
6. Initial determination can be made, pending verification of supporting documents, at the time of interview or completion of application. Initial determinations can be made at the facility.
7. Initial approval is based upon income, family size and use of the Insured Scale for patients with health insurance or use of the Uninsured Scale for patients without health insurance.
8. Patients should be provided an initial determination in writing. Initial determination must be made within 14 calendar days from application or at such time as the person’s medical condition warrants. Additional documents needed should be noted.
9. If the patient is determined to be eligible in the initial determination, his/her insurance plan should be updated to “charity pending” and an account note must be placed.
10. Completed paperwork is forwarded to Customer Service at Health Services Northwest.
11. Final determination includes verification of income. Customer Service staff at Health Services Northwest completes final approvals.
12. Swedish Medical Center staff, specifically financial counseling or registration staff, may also complete final determinations and approvals. These primarily occur pre-service or at point of service.
13. Normal verification, eligibility and financial counseling processes should be followed prior to any charity care determination.
14. Applicable “insurance code” should be recorded on the specific visit(s) listed in the hospital information system to denote “full” or “partial” charity. Additional documentation can be noted in the hospital information system to alert Health Services Northwest if needed.
15. A final approval letter is sent to the patient from Health Services Northwest or Swedish Medical Center if appropriate. Final determinations must be completed no later than 14 days after receiving information required.
16. A minimum of one document must be submitted to verify income. Any one of the following is considered sufficient evidence of income.
 - A W-2 federal income tax withholding statement.
 - Pay stubs from all employment during the application time period.
 - An income tax return for the most recent year.
 - Forms approving or denying eligibility for Medicaid.
 - Forms approving or denying unemployment compensation.
 - Written statements from employers or DSHS employees.

- In the event that the patient's status as indigent and/or homeless is obvious to staff it is acceptable to approve patients without a form of the above listed documentation.
 - It is also acceptable to rely on written and signed statements from patients or responsible parties justifying status as an indigent and/or homeless person.
17. If denied eligibility for charity care, a patient has 30 days to appeal the determination. No collection proceedings can occur for at least 14 days post denial. Collection processes are halted when an appeal is received.
 18. Deposits are not requested or collected from any patient who has applied for charity care for qualifying charity care services.

CATASTROPHIC DETERMINATION

1. If a patient is seeking assistance with medical bills but does not meet income qualifications for charity care under the guidelines of the scale, he/she may request a review for a discount based upon catastrophic consideration.
 2. If the Swedish bill exceeds 10% of a patient's annual income over a one-year period, he/she is eligible for catastrophic charity care.
 3. Catastrophic approvals require department director approval.
-

Definitions

Charity care. Discounted services provided to qualified patients. *Financial assistance* and *uncompensated care* are terms also used to describe charity care.

Uninsured. A patient who does not have any form of health care coverage. Uninsured also applies to a patient who has no insurance benefit for a service or who has exceeded benefit limitations.

Emergent. Any patient requesting emergency care is entitled to a medical screening examination and stabilization of any life-threatening condition regardless of their ability to pay. Provision of such care will not be delayed due to the collection of insurance or payment information.

Elective. Services that are typically scheduled prior to the date of service. The patient is not in a life-threatening situation.

Hospital-based. Services that are provided under hospital licenses and billed on UB04s. Examples are emergency room charges, inpatient stays, outpatient services such as physical therapy or X-rays.

Forms

- ◆ [Financial Assistance Application – English](#)
- ◆ [Financial Assistance Application – Spanish](#)

Supplemental Information

The criteria for the provision of charity care contained in this policy are consistent with, and meet or exceed the requirements of WAC 246-453.

Regulatory Requirement

[WAC 246-453.](#)

References

None.

Addenda

[Financial Assistance at Swedish](#)
[Swedish Charity Guidelines](#)

STAKEHOLDERS

Author/Contact

Iris Mireau, Manager, Hospital Billing
Jennifer Goodwin, Director, Patient Access Services

Expert Consultants

Administrative Director, Revenue Cycle
Manager, Patient Registration
Supervisor, Patient Registration
Manager, Patient Financial Services

Sponsor

Elise Myers, Director, Patient Finance & Registration

SWEDISH CHARITY GUIDELINES

ALL FACILITIES

2012 Swedish Charity INSURED PATIENT Guidelines

Number of Family Members								
% of Charges	1		2		3		4	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
100%	\$ -	\$ 22,340	\$ -	\$ 30,260	\$ -	\$ 38,180	\$ -	\$ 46,100
85%	\$ 22,341	\$ 25,133	\$ 30,261	\$ 34,043	\$ 38,181	\$ 42,953	\$ 46,101	\$ 51,863
70%	\$ 25,134	\$ 27,925	\$ 34,044	\$ 37,825	\$ 42,954	\$ 47,725	\$ 51,864	\$ 57,625
55%	\$ 27,926	\$ 30,718	\$ 37,826	\$ 41,608	\$ 47,726	\$ 52,498	\$ 57,626	\$ 63,388
40%	\$ 30,719	\$ 33,510	\$ 41,609	\$ 45,390	\$ 52,499	\$ 57,270	\$ 63,389	\$ 69,150
25%	\$ 33,511	\$ 36,303	\$ 45,391	\$ 49,173	\$ 57,271	\$ 62,043	\$ 69,151	\$ 74,913
10%	\$ 36,304	\$ 39,095	\$ 49,174	\$ 52,955	\$ 62,044	\$ 66,815	\$ 74,914	\$ 80,675
0%	\$ 39,096	and up	\$ 52,956	and up	\$ 66,816	and up	\$ 80,676	and up

Number of Family Members								
% of Charges	5		6		7		8	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
100%	\$ -	\$ 54,020	\$ -	\$ 61,940	\$ -	\$ 69,860	\$ -	\$ 77,780
85%	\$ 54,021	\$ 60,773	\$ 61,941	\$ 69,683	\$ 69,861	\$ 78,593	\$ 77,781	\$ 87,503
70%	\$ 60,774	\$ 67,525	\$ 69,684	\$ 77,425	\$ 78,594	\$ 87,325	\$ 87,504	\$ 97,225
55%	\$ 67,526	\$ 74,278	\$ 77,426	\$ 85,168	\$ 87,326	\$ 96,058	\$ 97,226	\$ 106,948
40%	\$ 74,279	\$ 81,030	\$ 85,169	\$ 92,910	\$ 96,059	\$ 104,790	\$ 106,949	\$ 116,670
25%	\$ 81,031	\$ 87,783	\$ 92,911	\$ 100,653	\$ 104,791	\$ 113,523	\$ 116,671	\$ 126,393
10%	\$ 87,784	\$ 94,535	\$ 100,654	\$ 108,395	\$ 113,524	\$ 122,255	\$ 126,394	\$ 136,115
0%	\$ 94,536	and up	\$ 108,396	and up	\$ 122,256	and up	\$ 136,116	and up

2012 Federal Poverty Guidelines			
Family Size	Gross Yearly Income	Gross Monthly Income	Approximate Hourly Income
1	\$ 11,170.00	\$ 930.83	\$ 5.37
2	\$ 15,130.00	\$ 1,260.83	\$ 7.27
3	\$ 19,090.00	\$ 1,590.83	\$ 9.18
4	\$ 23,050.00	\$ 1,920.83	\$ 11.08
5	\$ 27,010.00	\$ 2,250.83	\$ 12.99
6	\$ 30,970.00	\$ 2,580.83	\$ 14.89
7	\$ 34,930.00	\$ 2,910.83	\$ 16.79
8	\$ 38,890.00	\$ 3,240.83	\$ 18.70
>8 add for each child	\$ 3,960.00	\$ 330.00	

*These figures are suggested guidelines in determining the patient's responsibility. Individual family circumstances may alter their share.

Effective 1/26/12 Based upon 2012 Federal Poverty Guidelines

SWEDISH CHARITY GUIDELINES

ALL FACILITIES

2012 Swedish Charity **Uninsured** Guidelines

% of Charges	Number of Family Members							
	1		2		3		4	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
100%	\$ -	\$ 22,340	\$ -	\$ 30,260	\$ -	\$ 38,180	\$ -	\$ 46,100
90%	\$ 22,341	\$ 27,925	\$ 30,261	\$ 37,825	\$ 38,181	\$ 47,725	\$ 46,101	\$ 57,625
80%	\$ 27,926	\$ 33,510	\$ 37,826	\$ 45,390	\$ 47,726	\$ 57,270	\$ 57,626	\$ 69,150
70%	\$ 33,511	\$ 39,095	\$ 45,391	\$ 52,955	\$ 57,271	\$ 66,815	\$ 69,151	\$ 80,675
60%	\$ 39,096	\$ 44,680	\$ 52,956	\$ 60,520	\$ 66,816	\$ 76,360	\$ 80,676	\$ 92,200
0%	\$ 44,681	and up	\$ 60,521	and up	\$ 76,361	and up	\$ 92,201	and up

% of Charges	Number of Family Members							
	5		6		7		8	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
100%	\$ -	\$ 54,020	\$ -	\$ 61,940	\$ -	\$ 69,860	\$ -	\$ 77,780
90%	\$ 54,021	\$ 67,525	\$ 61,941	\$ 77,425	\$ 69,861	\$ 87,325	\$ 77,781	\$ 97,225
80%	\$ 67,526	\$ 81,030	\$ 77,426	\$ 92,910	\$ 87,326	\$ 104,790	\$ 97,226	\$ 116,670
70%	\$ 81,031	\$ 94,535	\$ 92,911	\$ 108,395	\$ 104,791	\$ 122,255	\$ 116,671	\$ 136,115
60%	\$ 94,536	\$ 108,040	\$ 108,396	\$ 123,880	\$ 122,256	\$ 139,720	\$ 136,116	\$ 155,560
0%	\$ 108,041	and up	\$ 123,881	and up	\$ 139,721	and up	\$ 155,561	and up

2012 Federal Poverty Guidelines			
Family Size	Gross Yearly Income	Gross Monthly Income	Approximate Hourly Income
1	\$ 11,170.00	\$ 930.83	\$ 5.37
2	\$ 15,130.00	\$ 1,260.83	\$ 7.27
3	\$ 19,090.00	\$ 1,590.83	\$ 9.18
4	\$ 23,050.00	\$ 1,920.83	\$ 11.08
5	\$ 27,010.00	\$ 2,250.83	\$ 12.99
6	\$ 30,970.00	\$ 2,580.83	\$ 14.89
7	\$ 34,930.00	\$ 2,910.83	\$ 16.79
8	\$ 38,890.00	\$ 3,240.83	\$ 18.70
>8 add for each child	\$ 3,960.00	\$ 330.00	

*These figures are suggested guidelines in determining the patient's responsibility. Individual family circumstances may alter their share.

Effective 1/26/12 Based upon 2012 Federal Poverty Guidelines