

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

BOARD OF COMMISSIONERS

**Regular Meeting
VHC Board Room
January 22, 2014**

**Commissioners
Present**

Bob Knowles, President
Fred Langer, Commissioner
J. Bruce Williams, M.D., Commissioner
Karianna Wilson, Commissioner
Deana Knutsen, Commissioner

Others Present

Carl Zapora, Superintendent
George Kosovich, Program Director
Jennifer Piplic, Marketing Director
Karen Goto, Executive Assistant
Sarah Zabel, Swedish/Edmonds
Iris Mireau, Swedish/Edmonds
Jeff Macdoniels, 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 8:04 a.m. by President Knowles.

**Approval of
Minutes**

Motion was made, seconded and passed unanimously to approve the minutes of the regular meeting on November 20, 2013.

Motion was made, seconded and passed unanimously to approve the minutes of the special meeting on December 19, 2013.

**Executive
Committee**

President Knowles reported that the Executive Committee met on January 17, 2014 to review the January 22, 2014 board meeting agenda. No action was taken.

**Commissioner
Oath of Office**

Commissioner Langer administered the oath of office to elected Commissioner Knowles.

Officer

Commissioner Langer nominated Commissioner

**Appointments
and
Committee
Assignments**

Knowles for board president. **Motion was made, seconded and passed unanimously to approve** Commissioner Knowles as President.

Commissioner Langer nominated Commissioner Williams for board secretary. **Motion was made, seconded and passed unanimously to approve** Commissioner Williams as Secretary.
President Knowles announced the following committee appointments for 2014:
Commissioner Wilson (chair) and Commissioner Langer for the Program Committee; Commissioner Knutsen (chair) and Commissioner Langer for the Finance Committee; Commissioner Knowles (chair) and Commissioner Knutsen for the Strategic Collaboration Committee; Commissioner Knowles (chair) and Commissioner Williams for the Executive Committee.

**Approve 2014
Board Meeting
& Retreat
Schedule**

Motion was made, seconded and passed unanimously to approve the meeting schedule for 2014 (E:01:14).

**Board Finance
Committee**

Ms. King reviewed the cash activity for November and December 2013 (E:02:14).

**Authorization
for Payment of
Vouchers &
Payroll**

Warrant Numbers 10459 through 10527 for November & December 2013 for payment in the amount of \$236,045.86 were presented for approval (E:03:14).
Motion was made, seconded and passed unanimously to approve.

**Program
Oversight
Committee
Update**

The Program Oversight Committee met on January 17, 2014 to follow-up on three Building Healthy Communities Fund applications, to review three new program funding applications, two program renewal requests, and follow-up on four previously submitted applications (E:04:14).

No conflicts of interest were reported by the commissioners.

Building Healthy Communities Fund:
Motion was made, seconded and passed unanimously to approve the Edmonds School District and City of

Edmonds Woodway Recreation Campus Renovation in the amount of \$2.5 million over a four year period from 2014 to 2017.

Motion was made, seconded and passed unanimously to approve the Cities of Edmonds, Lynnwood, & Mountlake Terrace BikeLink project for \$1.9 million over a three year period from 2014 to 2016.

The commissioners would like these two projects to provide a progress report to the board every six months or annually.

President Knowles asked about why the City of Brier is not included in the BikeLink project.

Ms. Janet Hall from the City of Mountlake Terrace commented that the City of Brier does not yet have an updated bike plan.

Commissioner Williams expressed his excitement over these new projects.

The Snohomish County Parks & Recreation Department's Esperance Park project funding request was not recommended for funding but may be revisited at a future date.

Commissioner Knutsen noted that the total of additional funded grants leaves only \$199,270 of additional budget available for new programs in 2014. The Program Committee recommends that the Finance Committee look into a budget adjustment for 2014.

Follow-up on Previous Applications

Not Recommended for Funding at this time:

Snohomish County Fire District One Disaster Medicine Project – the Program Committee would like to see other sources of funding for this project besides Verdant.

Mountlake Terrace Police Department AED project – the Program Committee did not recommend funding the program.

For Additional Board Discussion:

Puget Sound Kidney Center Foundation Chronic Kidney Disease Education & Prevention Program.

Commissioners would like to schedule a presentation by the group. Cost of service appears high for a small number of people and similar education content appears to be provided by other groups.

Motion was made, seconded and passed unanimously to approve the Edmonds Community College Veterans Support Center request for three years at \$52,756 per year.

Funding Renewal Requests:

Motion was made, seconded and passed unanimously to approve on a one-time basis at \$25,234 the American Heart Association's Go Red Connect & Better U prevention program which focuses on heart health issues for women

Motion was made, seconded and passed unanimously to approve \$135,000 per year for one year the Senior Services of Snohomish County Care Coordination program. Commissioners would like to see additional partners involved before granting future funds. Both programs exceeded their goals in 2013.

New Funding Requests:

Motion was made, seconded and passed unanimously to approve \$108,259 per year for two years for the Lynnwood Fire Department's Mobile Integrated Care program.

Motion was made, seconded and passed unanimously to approve \$11,980 on a one-time basis for the Edmonds School District's nutrition assessment. The commissioners would like to see recommendations from the school district after the assessment is completed.

For Additional Board Discussion:

Edmonds Lacrosse First Sport Grant one-time request of \$15,000 to offer Lacrosse to students within the Edmonds School District. Commissioners noted that the board has intentionally not funded individual sports teams and programs in the past as it sets a precedent. President Knowles commented that the goal of the

commission is to support programs that promote physical activity and do not limit who can play. Mr. Kosovich was asked to research youth sports in the district to determine who currently participates, what are the needs and what are the barriers.

**Marketing
Report**

Ms. Piplic reported that the 2014 6 Weeks to a Healthier You will run from April 15 to May 20 at the Lynnwood Convention Center. New partners/sponsors include Snohomish County, Sno-Isle Libraries, and the UW Bothell (E:05:14).

Other community upcoming community events include the Edmonds Community College Wellness Bash on February 26, 2014, the WithinReach Community Health Fair at the Lynnwood Senior Center on March 15, 2014, and the Snohomish County Alzheimer's Family Caregiver Conference at Unity Church in Lynnwood on March 21, 2014.

**Swedish/
Edmonds
Charity Care
Policy**

Mr. Howard Thomas provided an analysis of the proposed revised policy. Ms. Sarah Zabel informed the commissioners that if they would like to take some time to review the policy before approval, the item can be tabled until the next board meeting in February. Commissioners asked for a data comparison with other health systems, the actual experience from the patient's perspective, the intake procedure and if this is Providence's policy. The Finance Committee was tasked with gathering this information and providing a recommendation to the board.

**Commissioner
Comments**

None

**Superintendent's
Report**

None

**Public
Comments:**

Ms. Robin Wyss of SEIU Healthcare 1199 NW shared that they would like to start a discussion with the board about their concerns on staffing and patient care. Ms. Wyss said that care at Swedish/Edmonds will be measured by a national bench mark rather than evidence-based measures.

Mr. Jeff Aken of the Cascade Bicycle Club thanked the commissioners for the funding support.

Ms. Tara Barnes of Swedish/Edmonds shared her concerns about the 35% benchmark proposal and asked the commissioners to hold Providence accountable.

Ms. Marcy Shimada of Edmonds Family Medicine expressed appreciation for the continued funding for Senior Services of Snohomish County. She said she would be willing to share her perspective on youth sports and partnership opportunities.

Mr. Chevy Demiral, a charge nurse at Swedish/Edmonds expressed his concern that the SEIU must share in the implementation of new benchmark standards but was not involved in the decision making. Mr. Demiral commented that care of the patient must be a priority.

Ms. Chris Rompa from Swedish/Edmonds commented that the safety of the staff is important and that staffing did not increase even though census increased from 18 to 23 patients.

President Knowles thanked the SEIU for attending the board meeting and asked that they follow-up with the Superintendent on these issues.

Executive Session

President Knowles recessed the regular meeting at 9:17 a.m. into Executive Session to discuss ongoing litigation and review the Superintendent's performance. President Knowles stated that the board would reconvene in approximately 15 minutes and the board may take action in Open Session. President Knowles extended the session at 9:43 a.m. for 5 more minutes.

Open Session

President Knowles reconvened into open session at 9:48 a.m.

The following action was taken:

Motion was made, seconded and passed unanimously to approve Superintendent Zapora's appointment by Governor Inslee as a Trustee of Edmonds Community College with the requirement to notify the commission of any conflicts of interest should they arise.

Commissioners Langer & Williams had already departed the meeting when the motion was taken.


A special board meeting for the Health & Wellness

Center budget and construction bid notice will be scheduled.

Adjourn

There being no further business to discuss, the meeting was adjourned at 9:49 a.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)

E 102: 114
1, 22, 2014

**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 |
|----------------|------------------|---|-----------|---|
| 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 |

| <u>Date</u> | <u>Payee</u> | <u>Amount</u> | <u>Purpose</u> |
|--|---|---------------------------|----------------------------------|
| 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 | |

| 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



Deana Krutson
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 | E | | | Priority Area | | | | |
|--------------------------|---|---|------------------------------|------------------------------|-----------------------------|--|-------------------------|------------|----------------------|-------------------|---|
| Revised Funding Requests | | | | Request for funding | | | | F | G | H | I |
| # | 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

| 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 |
| 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 |

| 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 |
| 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