



Huntsville Hospital  
Huntsville Hospital for Women & Children  
Madison Hospital  
Decatur Morgan Hospital  
Helen Keller Hospital  
Red Bay Hospital

**Patient Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are in need of services at Huntsville Hospital Health System and you are without health care coverage or have financial challenges, please complete the attached Financial Assistance Application and **return the application with the required documentation listed below** to the hospital's Financial Counseling Department within 14 days.

If you have already completed a Financial Assistance Application while you were a patient at any Huntsville Hospital Health System hospital **we will need you to provide the below information to support your Financial Application** or you may contact our Patient Accounting Department by calling one of the below numbers for additional information: Huntsville and Madison Hospital (256) 265-9569; Decatur Morgan Hospital (256) 973-4688; Helen Keller and Red Bay Hospital (256) 386-4664.

When you apply for financial assistance with Huntsville Hospital Health System, you will need to provide documentations listed below that apply to you. Documentation should include **patient and spouse** (if applicable). **\*Attach parent's information if patient is under age 19.** Huntsville Hospital Health System may also access your credit file and/or provide your financial information to those companies contracted by Huntsville Hospital Health System for the purpose of financial or product recovery programs for which you may qualify."

#### **REQUIRED DOCUMENTATION:**

- If you are **unemployed and have no income**, you must provide verification of your circumstances. Verification can be provided by a written statement from your physician, church pastor, or attorney on letterhead. If you have a pending Supplemental or Social Security Claim, please provide letter from Social Security or disability attorney.
- If you are **employed**, you will need to provide verification of the last three months gross income. Verification can be a current paycheck stub with the year to date gross income or a letter from your employer on company letterhead.
- If you are **self-employed**, you will need to provide an IRS processed copy of your most recent income tax return, including schedule C and all forms.
- If you are drawing **Social Security, SSI, Social Security Disability, Veteran or Military Pension**, you will need to provide verification of that income. Verification can be provided by either a copy of your most recent check, or letter from the government showing the amount you are drawing. If your minor children also receive a check, you must provide verification of their income as well.
- If you are drawing a **retirement check, pension, annuity, short/long term disability, or worker's compensation**, you will need to provide verification of that income. Verification can be provided by either a copy of your most recent check or letter from the income source.
- If you receive **Food Stamps, AFDC (Aid for Dependent Children), or FA (State provided Family Assistance)**, you will need to provide verification of the assistance. Verification can be your approval letter outlining your proof of eligibility.
- If you receive **child support or alimony**, or get any assistance from your children's other parent (not living in the household), you will need to provide verification of that income source. Verification can be a copy of your child support order or divorce decree.
- If you are **unemployed and drawing unemployment benefits**, you will need to provide verification of the amount you receive. Verification can be your unemployment benefit approval letter.
- If you are **separated** and/or going through a divorce, you will need to provide legal proof of the separation.
- If your **monthly expenses exceed your income**, you will need to provide verification of how your monthly expenses are being satisfied. Verification can be letters of support from your family, friends, church, or other supporting organizations. If you are using credit cards, cash advances, or loans to satisfy your monthly expenses, you will need to provide copies of the most recent statement of those items.

#### **VERIFICATION OF BANK ACCOUNTS/ ASSETS**

**You will need to provide the most recent copy of your (and spouse's ) complete bank statement** (including **all pages of all** checking, savings, or certificates of deposits). If the bank account has been closed, you will need to provide a letter from the bank stating the account has been closed. Other assets such as real estate (other than your primary residence), rental income, or investment equity will need to be verified during the financial application process.

#### **DETERMINING ELIGIBILITY:**

Huntsville Hospital Health System will determine financial assistance eligibility based primarily on Federal Poverty Income Guidelines. Any approved applications will be used for Huntsville Hospital Health System accounts ONLY.

#### **CONTINUED COLLECTIONS DURING YOUR APPLICATION PROCESS:**

Please note that extraordinary collection actions on your account will be suspended during the consideration of a completed charity application. You will have 30 days from the date of the financial application to provide all supporting documentation or your account will be released for billing. If the supporting documentation is not provided with the financial statement and/or there is any falsification of any portion of the application, your application will be denied. Huntsville Hospital Health System has the right to reverse their decision concerning financial assistance when information is presented that indicates the patient/guarantors has or had the ability to pay for their services and financial assistance should not have been approved.