



# Saint Francis Hospital

355 Ridge Avenue, Evanston, IL 60202

*We are sending you this letter along with the attached financial assistance application in response to your request. If you did not submit a request, please disregard this notice.*

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Dear Patient/Applicant,

**Saint Francis Hospital** is driven by compassion and dedicated to providing personalized care for all, especially those most in need. It is our mission and privilege to offer financial assistance to our patients. Financial assistance is available only for emergency and other medically necessary care. Thank you for trusting us to care for you and your family for your healthcare needs.

Please complete the application, including your signature and date before returning it. If you completed an application within the past six months and were approved for financial assistance, please notify us. You may not need to complete a new application. We will not consider a prior application that is greater than six months old.

Along with the application, please provide a copy of at least one of the following items as your proof of income:

- Two (2) most recent paystubs from employer
- Most recent yearly tax return (if self-employed, include all schedules)
- Social Security and/or Pension Retirement Award Letter
- Parent/Guardian's most recent yearly tax return (if applicant is a dependent listed on their tax form and under the age 25)
- Other income validation documents
- Bank statements from last 3 months
- Receipt of unemployment benefits

If you receive assistance from, or live in a home with, family or friends, please ask them to complete the attached "Letter of Support" form. This will not make them responsible for your medical bills. It simply helps us understand how you are able to meet your living expenses. If you do not receive assistance from family or friends, please remember that your completed application and proof of income must be submitted for us to consider your request. Unfortunately, we cannot process incomplete applications.

Please keep in mind that email communications over the internet are not fully secure. While unlikely, there is a possibility that information you include in an email could be intercepted and read by someone other than the intended recipient. Because your application contains sensitive information, including your Social Security number, we want to protect your privacy and ensure your information remains secure. For this reason, we strongly encourage you **not** to send the application by email.

If you have any questions about the application process, please contact Saint Francis Hospital Patient Financial Services at 773-990-3289.

Sincerely,

**Saint Francis Hospital Patient Financial Services**



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## Financial Assistance Application

**Important: YOU MAY BE ABLE TO RECEIVE FREE OR DISCOUNTED CARE:** Completing this application will help Saint Francis Hospital determine if you can receive free or discounted services or other public programs that can help pay for your healthcare. Please submit this application to the hospital.

**IF YOU ARE UNINSURED, A SOCIAL SECURITY NUMBER IS NOT REQUIRED TO QUALIFY FOR FREE OR DISCOUNTED CARE.** However, a Social Security Number is required for some public programs, including Medicaid. Providing a Social Security Number is not required but will help Saint Francis Hospital determine whether you qualify for any public programs. For any application questions marked “optional,” your response (or non-response) will not have any impact on the outcome of the application.

Please complete this application and submit it to Saint Francis Hospital by mail, by electronic mail (e-mail), or by fax to apply for free or discounted care as soon as possible after the date of service. We will accept your application for up to 240 days following the first billing statement for your care. By submitting this application, you acknowledge that you have made a good faith effort to provide all information request in the application to assist Saint Francis Hospital in determining whether the patient is eligible for financial assistance. If you have any questions on the application process, you may contact Saint Francis Hospital Patient Financial Services with questions or concerns at 773-990-3289.

<b>Mail this application to:</b> Saint Francis Hospital c/o Patient Financial Services-HBRC 3628 E Imperial Hwy, Suite 104 Lynwood, CA 90262	<b>Email this application to:</b> FinancialAssistance@primehealthcare.com
	<b>Fax this application to:</b> 310-900-8857

Complaints or concerns with the uninsured patient discount application process or hospital financial assistance process may be reported to the Health Care Bureau of the Illinois Attorney General. The Health Care Bureau’s toll-free hotline is 877-305-5145 (TTY 800-964-3013).

### Patient Information

Date \_\_\_\_\_

Account number \_\_\_\_\_

Name (first and last) \_\_\_\_\_

Birth date \_\_\_\_\_ Marital status \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number: *(Optional)* \_\_\_\_\_

Employer \_\_\_\_\_ Employment status \_\_\_\_\_

Gender Identity *(Optional)* Do you think of yourself as:

Male  Female

Transgender man/trans man/female-to-male (FTM)

Transgender woman/trans woman/male-to-female (MTF)



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- Genderqueer/gender nonconforming neither exclusively male nor female
- Additional gender category (or other)

**Gender Identity (Optional)**

What sex was originally listed on your birth certificate?  Male  Female

**Race (Optional)**

- White  Black or African American  American Indian or Alaska Native  Asian Indian  Chinese
- Filipino  Japanese  Korean  Vietnamese  Other Asian  Native Hawaiian  Guamanian or Chamorro  Samoan  Other Pacific Islander

**Ethnicity (Optional)**

- Hispanic, Latino/a, or Spanish origin  Mexican, Mexican American, Chicano/a  Puerto Rican
- Cuban  Another Hispanic, Latino/a or Spanish origin

**Preferred Language (Optional)**

Is your primary or preferred language a language other than English?  Yes  No  
If yes, which language: \_\_\_\_\_

**Responsible party's information/legal guardian's information**

*(If patient is same as responsible party, leave this section blank)*

Name (first and last) \_\_\_\_\_

Birth date \_\_\_\_\_ Marital status \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number: **(Optional)** \_\_\_\_\_

Employer \_\_\_\_\_ Employment status \_\_\_\_\_

**Responsible party spouse information**

*(If patient is same as responsible party, fill in spouse information for patient)*

Name (first and last) \_\_\_\_\_

Birth date \_\_\_\_\_ Marital status \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number: **(Optional)** \_\_\_\_\_

Employer \_\_\_\_\_ Employment status \_\_\_\_\_



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### Dependents of responsible party

*(If patient is same as responsible party, fill in spouse information for patient.)*

Name _____	Birth date _____	Relationship to responsible party _____
Name _____	Birth date _____	Relationship to responsible party _____
Name _____	Birth date _____	Relationship to responsible party _____
Name _____	Birth date _____	Relationship to responsible party _____
Name _____	Birth date _____	Relationship to responsible party _____

Number of adults and children in household \_\_\_\_\_

### Monthly income

*(Fill in dollar amounts for each item listed below. Provide amount per month for each.)*

Applicant earned income _____	Child support received _____
Applicant spouse income _____	Alimony received _____
Social security benefits _____	

### Monthly living expenses

Patients who are presumptively eligible for financial assistance as described in **Saint Francis Hospital's** Financial Assistance Policy are not required to complete this section.

Mortgage/rent	_____
Utilities	_____
Phone (landline)	_____
Cell phone	_____
Groceries/food	_____
Cable/internet/satellite tv	_____
Car payment	_____
Childcare	_____
Child support/alimony	_____
Doctor/hospital bills	_____
Car/auto insurance	_____
Other monthly expenses	_____
<b>Total monthly expenses</b>	_____

### Assets

Stocks/bonds/investments/CD(s)	_____
Other real estate/secondary residence	_____
Boat/RV/motorcycle/recreational vehicle	_____
Collector automobiles/non-essential automobiles	_____
Health savings/Flexible Spending Account vehicle	_____





## LETTER OF SUPPORT

Patient medical record number/account number

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Supporter's name

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Relationship to patient/applicant

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Supporter's address

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To **Saint Francis Hospital**:

This letter is to advise that (patient's name) \_\_\_\_\_  
receives little or no income and I am assisting with his/her living expenses. He/She/They has little to no  
obligation to me.

By signing this statement, I agree that the information given is true to the best of my knowledge.

Signature of Supporter

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Date

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