



# Ascension

Dear Patient/Applicant,

Ascension 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 all of your healthcare needs.

We are sending this letter and the attached financial assistance application because we received your request. If you did not request this, please disregard. Please complete both sides, 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. Unfortunately, we are unable to rely on a prior application that is greater than six months old.

Along with the application, you will need to provide verification of your household's income.

**Examples of proof of income:**

- Copies of 3 most recent paystubs from employer
- Copies of most recent yearly tax return (if self-employed, include all schedules)
- Social Security and/or Pension Retirement Award Letter
- Parent or guardian's most recent yearly tax return, if applicant is a dependent listed on their tax form and under the age 25
- Copy of receipt of unemployment benefits
- Other income validation documents

If you receive assistance from or live in a home with a family or friends, please have them complete the attached form labeled "Letter of Support." This will not make them responsible for your medical bills. This will help show how you are able to afford living expenses. If you do not receive assistance from family and friends, you do not need to fill out the Letter of Support form.

Finally, we may be able to consider your outstanding medical bills to qualify you for financial assistance. If you would like for us to consider this, please also provide documentation of your outstanding monthly medical and pharmacy/drug costs, such as current invoices or statements of account balances. **Please know that the 1) completed application along with 2) proof of income, and 3) outstanding medical bills (if applicable) must be received in order for the application to be considered. We are unable to process or consider applications that are not complete.**

When submitting your application, please keep in mind that communications via email over the internet are not secure. Although it may be unlikely, there is a possibility that information you include in an email may be intercepted and read by other parties besides the person to whom it is addressed. We want to protect your personal information and ensure that it remains secure. Since

the application contains your social security number and other private information, we urge you to refrain from emailing it.

**Please print and mail or hand deliver your completed application and supporting documentation to the following address:**

Ascension Mid-Michigan  
3274 Solutions Center  
Chicago, IL 60677-3002

We are here to help and want to ensure that patients that qualify for financial assistance receive it. If you have any questions about this application, supporting documents required, or how to best get your application to us, please call one of our Patient Representatives at Standish (888) 978-6279, St. Joseph (989) 362-0118.

Sincerely,

Patient Financial Services  
Ascension

# Financial assistance application form



## Ascension

Ascension Standish Hospital and Ascension St. Joseph Hospital

### Patient information

*(Please print and all fields must be completed. Indicate N/A if not applicable on any individual line in the application)*

Date \_\_\_\_\_ Account number \_\_\_\_\_ Hospital name \_\_\_\_\_  
Name (first and last) \_\_\_\_\_  
Birth date \_\_\_\_\_ Phone number \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Employer \_\_\_\_\_ Employment status \_\_\_\_\_  
Number of hours worked per week \_\_\_\_\_ Employer phone number \_\_\_\_\_

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

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

Name (first and last) \_\_\_\_\_  
Birth date \_\_\_\_\_ Phone number \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Employer \_\_\_\_\_ Employment status \_\_\_\_\_  
Number of hours worked per week \_\_\_\_\_ Employer phone number \_\_\_\_\_

### Dependents of responsible party

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Name \_\_\_\_\_ Birth date \_\_\_\_\_

Number of adults and children living 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 _____
Other applicant income _____	_____
Social security benefits _____	Rental property income _____
Pension/retirement income _____	Food stamps _____
Disability income _____	Trust fund distribution received _____
Unemployment compensation _____	Other income _____
Worker's compensation _____	Other income _____
Interest/dividend income _____	<b>Total gross monthly income \$</b> _____

I hereby certify that the above information is true and complete to the best of my knowledge. I hereby authorize the hospital to obtain information from external credit reporting agencies if the hospital deems necessary.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Ascension**

# Letter of support

Patient medical record number/account number \_\_\_\_\_

Supporter's name \_\_\_\_\_

Relationship to patient/applicant \_\_\_\_\_

Supporter's address \_\_\_\_\_

To Ascension:

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

Date \_\_\_\_\_