



**HARRIS COUNTY
HOSPITAL DISTRICT**

**PATIENT ELIGIBILITY
SERVICES
OPERATIONS MANUAL**

Policy No: 1.20
Page Number: 1 of 2

Effective Date: 08/01/02
Approved By:

[Handwritten signature] 8/5/02

TITLE: PROVISION OF PUBLIC NOTICE AND RELEASE OF ELIGIBILITY POLICIES

PURPOSE: To define the mechanism for public distribution of HCHD Eligibility Policies and Procedures.

POLICY STATEMENT:

In accordance with Article 9, Section 9 of the Texas Constitution, HCHD shall provide public notice and make a reasonable effort to notify the public of the District's eligibility standards. The District shall also provide copies of eligibility policies and procedures upon request.

POLICY ELABORATION:

I. GENERAL GUIDELINES

- A. In March of each calendar year, the Director of Patient Eligibility Services, in conjunction with the District's Public Affairs office, will prepare a summary of the District's eligibility policies and application procedures. The notice shall be distributed to media outlets as determined by the Public Affairs office, inclusive of the District's internet site.
- B. Eligibility policies and procedures are available for viewing at each eligibility center and outreach location.



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- C. Copies of eligibility policies and procedures may be obtained via the District's web site. Photocopies are available at each eligibility center or from the Patient Eligibility Services administrative office.

- D. Fees for photocopies will be charged as follows:
 - 1. First five pages: No charge
 - 2. 5 or more pages: \$.05 per page

REFERENCES/BIBLIOGRAPHY:

Texas Constitution, Article 9, Section 9

OFFICE OF PRIMARY RESPONSIBILITY: Patient Eligibility Services
Administration