



**HARRIS COUNTY
HOSPITAL DISTRICT**

**PATIENT ELIGIBILITY
SERVICES
OPERATIONS MANUAL**

Policy No: 1.43
Page Number: 1 of 2

Effective Date: 08/01/02
Approved By:

Sharon R. P. [Signature] 8/13/02

**TITLE: PERSONAL ATTESTATION OF ELIGIBILITY
DOCUMENTS**

PURPOSE: To establish guidelines for completing eligibility documentation.

POLICY STATEMENT:

The District requires applicants for financial assistance to personally sign all forms used to determine eligibility for financial assistance. This ensures the applicant attests to the accuracy of information provided and ensures that the applicant receives appropriate counseling regarding financial obligations.

POLICY ELABORATION:

I. ROLES AND RESPONSIBILITIES

- A. Applicants for financial assistance must complete and sign the Application for Financial Assistance. By signing the application, the applicant attests to the completeness and accuracy of the information provided on that application and any supporting forms. The legal guardian must complete forms for minors.
- B. When an in-person interview is conducted, the applicant and the interviewer will sign any forms generated as a result of the interview. The interviewer will sign forms generated as a result of reviewing mailed or faxed applications and will write "mail out" in the patient's signature space.
- C. In the event an applicant who is required to attend an in-person interview is unable to come to the eligibility center to complete the interview, an immediate family member may be allowed to



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complete the application and interview on behalf of the client. Immediate family member is defined as a spouse or adult child. The eligibility center manager has the authority to review the client's circumstances and determine whether a family member is allowed to complete the eligibility documents on the client's behalf. Examples of circumstances where a family member may complete forms for a client are when the client is hospitalized or otherwise bedridden.

- D. Copies of all original signed documents will be forwarded to Eligibility Audit. Documents will be filed and retained for the period defined in Eligibility Policy 1.08, "Records Retention."

REFERENCES/BIBLIOGRAPHY:

Eligibility Policy 1.08, "Records Retention"

OFFICE OF PRIMARY RESPONSIBILITY: Patient Eligibility Services
Administration