



**HARRIS COUNTY  
HOSPITAL DISTRICT**

**PATIENT ELIGIBILITY  
SERVICES  
OPERATIONS MANUAL**

Policy No: 2.01  
Page Number: 1 of 4

Effective Date: 08/01/02

Approved By:

*[Handwritten signature]* 8/6/02

**TITLE: PROVIDING PROOF OF IDENTITY**

**PURPOSE:** To define the acceptable documents that may be used by clients applying for financial assistance to prove identity.

**POLICY STATEMENT:**

The District requires applicants for financial assistance to provide proof of identity for themselves and for any family members also applying for assistance.

**POLICY ELABORATION:**

**I. GENERAL GUIDELINES**

A. Clients applying for financial assistance must present one of the following proofs of identity. A pictured ID is preferred for all adults (over age 18). Acceptable proofs include:

1. Texas Driver's license
2. Texas Identification card
3. Student ID with picture
4. Employee job badge with picture
5. Passport with picture



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*[Signature]* 8/13/02

6. U.S. Immigration documents with picture
  7. Credit card with picture
  8. ID issued by foreign consulates with picture
- B. When a picture ID is not available, one of the following proofs may be used:
1. Birth certificate. Married women may use a birth certificate as proof of identity if accompanied by a marriage certificate or child's birth certificate showing both the maiden and married name.
  2. Marriage license
  3. Social security card
  4. U.S. naturalization, citizenship, or other federal documents showing identity and residency in Harris County
  5. Hospital or birth records
  6. Adoption papers or records
  7. Voter's registration card
  8. Wage stubs



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*JR* 8/13/02

II. SPECIAL CIRCUMSTANCES

- A. Minor children. Any document that can be used to demonstrate the dependent status of the child may also be used as the child's ID. See Eligibility Policy 4.01, "Verifying Household Composition." Once identity has been established, the parent is not required to provide ID for minor children when renewing their financial assistance classification.
- B. Insured clients.
1. Insured clients who are not seeking financial assistance with non-covered services are *not* required to provide proof of identity.
  2. For clients seeking assistance with non-covered services, any of the items listed above may be used as ID. The following additional items may also be used:
    - a. Medicare clients may use their Medicare card or current benefits award letter.
    - b. Medicaid clients may use their current month's Medicaid slip or HMO ID card.
    - c. Other insured clients may use their insurance card.
  3. Eligibility management holding the title of supervisor or above have the authority to authorize use of forms of identification other than those listed above when the client indicates no approved forms of identification are available.



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*M. 8/13/02*

Acceptance of alternate proofs requires the accepting manager to sign the patient's face sheet indicating what form of proof was authorized.

**REFERENCES/BIBLIOGRAPHY:**

Eligibility Policy 4.01, "Verifying Household Composition"  
Texas Works Handbook, Section 621, "Verification Sources"

**OFFICE OF PRIMARY RESPONSIBILITY:** Patient Eligibility Services  
Administration