



Facility Name(s):	Mercy Revenue Cycle
Policy / Procedure:	MW MRC PSERV NHSC Financial Assistance Application

Mercy Financial Assistance Program
National Health Service Clinic Balances ONLY

Date:

Guarantor Name:

Address:

City & State:

Account Number (s):

Mercy strives to meet the medical needs of our patients in a manner consistent with our Mission, Vision, and Core Values. As such, we attempt to provide financial assistance to patients and families who are truly unable to fulfill their financial obligations to us for medical services provided. In order to comply with government regulations, patients requesting Financial Assistance for services received at a **National Health Service Clinic** must submit the below items so that we may assess your financial situation and determine if you qualify for a financial assistance discount:

1. Completed Financial Assistance Application (attached)
2. Copy of a valid Driver’s License, State Identification, or other form of valid identification with photo verification included
3. Copy of your current year federal and state tax returns (if not available, must provide as 4506_T)
4. Copy of unemployment letter/report showing weekly and maximum benefits, **if applicable**
5. Copies of pay stubs from the last 60 days for each household member that is 18 or older
6. Other: _____

Please mail above items to: **Mercy Health**
Attention: Financial Assistance
1570 W. Battlefield, Suite 120
Springfield, MO 65807

Should supporting documentation be missing, the application will be returned to you with a request for the missing documents. If supporting documentation is not provided within 15 days, Mercy will proceed with our normal collections process. Please allow ten (10) business days for us to review your submitted information. Mercy will explore any other payer sources that may be available to the patient, prior to approving a discount.

You will be notified by letter of the financial assistance discount we are able to provide. In order to keep your account in good standing with Mercy NHSC Clinic, please continue monthly payments towards any outstanding balances as we process your application. If you have any questions or concerns, please contact us at 855-420-7900.



If you have both **NHSC Clinic** and **Mercy Hospital balances** please call us at the number above and request the **non-NHSC** Financial Assistance application (do not submit this application).

National Health Service Clinic Financial Assistance Application

Please provide your Primary Physician and Location	
Primary Physician	Primary Physician Location

Guarantor Last Name	First Name	Middle	Marital Status*	
			Single, Married, Divorced or Widowed:	
Social Security Number*	Date of Birth			
Home Phone Number	Cell Phone Number	Work Phone Number		
Employer		Occupation		Length of Employment
Employers Address: Address/P.O. Box			City	State Zip Code

Spouse/Co-Applicant Last Name	First Name	Middle	Marital Status*	
			Single, Married, Divorced or Widowed:	
Social Security Number*	Date of Birth			
Home Phone Number	Cell Phone Number	Work Phone Number		
Employer		Occupation		Length of Employment
Employers Address: Address/P.O. Box			City	State Zip Code

***Social Security Number and marital status are optional and are not a requirement for consideration of this program.**



Please list all household members including yourself & complete information for each				
Name	Social Security Number*	Date of Birth	Relationship	School Attending

Please provide gross income details (prior to deductions) for head of household, spouse and dependents under age 18 and attach supporting documentation.					
Source of Income	Patient	Spouse	Other	Pay Periods	Yearly Total
Self-Employment				Weekly Bi-Weekly Monthly	
Social Security*/ Disability				Weekly Bi-Weekly Monthly	
Pension				Weekly Bi-Weekly Monthly	
Unemployment				Weekly Bi-Weekly Monthly	
Child Support/Alimony				Weekly Bi-Weekly Monthly	
Workers Compensation				Weekly Bi-Weekly Monthly	
VA Benefits				Weekly Bi-Weekly Monthly	
Other				Weekly Bi-Weekly Monthly	

Please explain why you are requesting financial assistance. If your income/lifestyle has changed, please explain and provide documentation (i.e. loss of job, death in the family, divorce, extraordinary medical bills, or other expenses.)

*Social Security Number and marital status are optional and are not a requirement for consideration of this program.



Please sign and date below, as application must be signed and dated by all applicable parties in order to complete processing.

I, as payor and signer of this form; represent that the information provided is true and accurate to the best of my knowledge.

Signature of Patient/Guarantor

Social Security Number*

Date

I, as payor and signer of this form; represent that the information provided is true and accurate to the best of my knowledge.

Signature of Spouse/Co-Applicant

Social Security Number*

Date

***Social Security Number and marital status are optional and are not a requirement for consideration of this program.**