

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 4: Fiscal

POLICY: 4.004

SUBJECT: Patient Benevolent Fund

POINT PERSON: DANIA JOHNSON
DIRECTOR FINANCIAL SERVICES

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

GR Roberts
DATE: NOVEMBER 20, 2012

I. POLICY

- A. The Patient Benevolent Fund is an Administrative Trust Fund that will only be used:
 - 1. For direct patient benefit, and
 - 2. when all other resources are exhausted, and
 - 3. for individual patients, and
 - 4. for personal needs that are not a direct treatment expense.
- B. This fund is targeted to benefit consumers with no other resources.
- C. Exceptions can be made for patients who are able to work, or have a higher resource level, with the expectation of repayment to the fund.
- D. To maintain the fund, payments shall not exceed the interest the fund generates, unless approved by the Superintendent and the Chief Financial Officer. An audit shall be completed and submitted to the Superintendent and the Chief Financial Officer by January 31, each calendar year.
- F. A quarterly report shall be provided to the fund coordinators.

II. PROCEDURES

- A. Treatment staff shall identify a financial need that is appropriate for the Benevolent Fund. Examples may include:
 - 1. Transportation, or other personal needs essential to discharge planning, or to maintain contact with significant others.

2. Materials or services essential to support a rehabilitation plan, e.g., bus transportation to attend Chemeketa Community College.
 3. Start-up costs for transition to the community, such as rent deposits and basic household items, i.e., linens, cooking utensils, etc.
- B. The social worker shall determine with the patient whether there are any other resources that could be used in lieu of the Benevolent Fund, including personal funds on deposit at Accounting & Banking Services.
1. If there are no other resources, the Trust Form requesting funds shall be completed, detailing both the justification for the request (why the item requested is needed), and the search for other resources.
 2. If repayment is deemed appropriate, the patient shall be requested to sign the form. The form shall be sent to the Director of Consumer and Family Services.
 3. After review by the Director of Consumer & Family Services, the form shall be routed to the Chief Financial Officer or designee for approval. If approved, the form shall be routed to Accounting & Banking Services, where the money shall be paid, a similar amount withdrawn from the fund, and the person completing the form shall be notified.
- C. If repayment has been arranged, Accounting & Banking Services shall prepare an invoice(s) for the amount to repay.

Replaces Oregon State Hospital Policy and Procedures 4.004, *Patient Benevolent Fund*, dated 03/20/2009.