



## **SPRINGHILL MEDICAL SERVICES, INC.**

2001 Doctors Drive  
PO Box 920  
Springhill, LA 71075  
(318) 539-1000

### **FINANCIAL ASSISTANCE APPLICATION**

(ALL INFORMATION WILL BE CONFIDENTIAL)

The following instructions are provided to assist you in completion of the attached financial assistance application. **All sections of the application must be completed, signed, and returned within Fourteen (14) days for it to be considered.**

#### **Section 1: Personal Information:**

Please complete all sections that apply to your situation

#### **Section 2: Income:**

You will be required to submit copies of proof of income. Your application cannot be processed without proof of income.

Please submit the following:

- a) Last years signed income tax form as submitted to the IRS
- b) Copy of your last 3 most current pay stubs indicating gross or per hour pay rate
- c) If the above proof of income is not available you may submit a letter from your employer on company letterhead indicating your yearly salary or hourly rate of pay, benefit letter from worker's compensation, copy of your social security check (if social security check is direct deposited a copy of bank statement showing deposit), or your retirement pensions

#### **Section 3: Expenses**

You will need to provide a copy of your most current gas, water, and electric bills.  
If you are receiving Food Stamps we will need a copy of your award letter.

#### **Section 4: Household Members**

List everyone that you claim on your tax return.

Please complete all sections **applicable to your situation** and be sure that **all required signatures have been made**. If you qualify you will be responsible for paying your percentage of the charge on the date of your visit. If you do not qualify you will be responsible for the total charge the day of your visit. Should you have any questions, please contact our office at (318) 539-1095 or (318) 539-1701.

**SPRINGHILL MEDICAL SERVICES, INC.**  
**PO BOX 920**  
**SPRINGHILL, LA 71075**  
**(318) 539-1701**

**REQUEST FOR FINANCIAL ASSISTANCE**

**Section 1:**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (Cell): \_\_\_\_\_  
\_\_\_\_\_ Phone (Home) \_\_\_\_\_  
Date of Application: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Section 2:**

Please provide the documents needed to verify your income:  
1) Income tax return for last year  
2) Pay stub(s) from employer(s) (3 most current)  
3) Letter from employer if terminated  
4) Copies of all medical bills owed

Please list all monthly family income:  
Wages: Patient \_\_\_\_\_  
Spouse \_\_\_\_\_  
Dependents \_\_\_\_\_  
Public Assistance: \_\_\_\_\_  
Social Security: \_\_\_\_\_  
Workmen's Comp: \_\_\_\_\_  
Alimony: \_\_\_\_\_  
Child Support: \_\_\_\_\_  
Pensions: \_\_\_\_\_  
Unemployment: \_\_\_\_\_  
VA Benefits: \_\_\_\_\_  
Savings \_\_\_\_\_  
Other Income: \_\_\_\_\_  
**COMBINED TOTAL MONTHLY INCOME:**  
\$ \_\_\_\_\_

**Failure to return this information and form within 14 days may result in denial of your Financial Assistance Application.**

**Section 3:**

Please list all monthly expenses:  
House/Rent Payment per Month: \_\_\_\_\_ Insurance Premiums: \_\_\_\_\_  
Food Allowance Per Month: \_\_\_\_\_ Auto Payments: \_\_\_\_\_  
Utilities: \_\_\_\_\_ Credit Card Payment: \_\_\_\_\_  
Transportation Expense: \_\_\_\_\_ Other Monthly Payment: \_\_\_\_\_  
Medical Expense Payment: \_\_\_\_\_  
**TOTAL MONTHLY EXPENSE: \$ \_\_\_\_\_**

**Section 4: Household Members**

<b>Name of Member</b>	<b>Relationship to patient</b>	<b>Date of Birth</b>	<b>Age</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I do attest that the above information is a true and accurate account of my financial situation, and understand that in accordance with s. 817.50 providing false information to defraud a hospital for purposes of obtaining services is a misdemeanor in the second degree.

\_\_\_\_\_  
**Responsible Party Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Account Representative Signature** \_\_\_\_\_  
**Date**