



EMERGENCY ASSISTANCE GUIDELINES
Amended – January 6, 2009

- 1) All requests for financial assistance must be submitted by, or through, a social worker, if at all possible.**
- 2) Whenever possible, requests should be submitted to the Patient Services Committee as a whole, who by simple majority of members present, shall recommend a decision to the Chairperson. Requests should reach the Tennessee Kidney Foundation office no later than noon on the first Thursday of each month.**
- 3) When an emergency situation exists, the social worker should phone their request to the Chairperson or Co-Chairperson of the committee. In his/her absence, the request can be made to the CEO of the Tennessee Kidney Foundation, who shall evaluate the request in accordance with these guidelines and decide appropriately, with a report of action taken to be made at the next Patient Services Committee meeting.**
- 4) Social workers are to submit in writing the request for financial assistance giving the following information: Patient's name and address, diagnosis, request information, assurance of last resort, and proper financial data (State Renal).**
- 5) A request may address patient's need related to any renal or health related disease. Hospital bills and physicians' bills cannot be paid under the Tennessee Kidney Foundation's guidelines. The TKF does not pay funeral costs or life insurance policy payments.**
- 6) No request shall exceed \$150.00 per patient, per fiscal year. (Note this change was made in January 6, 2009)**
- 7) Arrangements for purchasing supplies needed from a pharmacy should be made with a pharmacy so as to provide the best buying power, whenever possible.**
- 8) Expense checks shall be written to those providing the service, not to the individuals requesting service.**

- 10) A meeting of the Patient Services Committee shall be held each month. Meetings are generally on the first Tuesday of the month at the TKF office. Unscheduled meetings may be called by the Chairperson or any three voting members of the Patient Services Committee, provided notification of such meeting is sent to each member. All committee members are voting members.
- 11) Items already charged or paid will not be considered for payment by the Tennessee Kidney Foundation's emergency assistance fund. Prior approval for all disbursements is necessary.
- 12) No request for emergency travel shall exceed \$50.00 per patient, per fiscal year.

For fiscal year 2008-2009 (July 1, 2008-June 30, 2009), the Chairman of the Patient Services Committee is Kay Kerby, LCSW, a renal social worker at DCI Med Center, and you can reach her at (615) 327-3302 Carol Daniels is the Co-Chair and can be reached at 615-232-0761.

ALL request should be first sent to Kay or Carol by EMAIL:

Kay: Kay.Kerby@dciinc.org

Carol: carol.daniels@dciinc.org