

# Instructions - financial assistance application

Quillen Rehabilitation Hospital, a joint venture of Ballad Health and Encompass Health  
2511 Wesley Street  
Johnson City, TN 37601  
423.952.1700  
[ehc.rehab/QuillenFA](http://ehc.rehab/QuillenFA)

## Section A - Patient and Guarantor Information

1. Patient Name: Clearly print on the blank line the first name, middle initial, and last name of the patient.
2. Date: Clearly print on the blank line the date of the application.
3. Guarantor: Clearly print on the blank line the first name, middle initial, and last name of the patient's parent, legal guardian or other responsible person ("guarantor").
4. Relationship: Clearly print on the blank line the relationship to the patient of the guarantor.
5. Address: Clearly print on the blank line the address where the patient lives including the city, state and zip.
6. Phone: Clearly print on the blank line the patient's phone number.
7. Patient's Employer: Clearly print on the blank line the name of the company for which the patient works.
8. Title: Clearly print on the blank line the job title of the patient.
9. Years Employed: Clearly print on the blank line the start date of employment.
10. Spouse's Name: Clearly print on the blank line the first name, middle initial, and last name of the patient/guarantor's spouse.
11. Spouse's Phone: Clearly print on the blank line the spouse's phone number.
12. Spouse's Employer: Clearly print on the blank line the name of the company for which your spouse works.
13. Title: Clearly print on the blank line the job title of your spouse.
14. Years Employed: Clearly print on the blank line the start date of employment of your spouse.
15. Length of Time at Current Residence: Clearly print on the blank line the dates you have lived at the address provided on the application.
16. Total number of Dependents: Clearly print on the blank line the number of dependents in your household, including yourself. Dependents are those that generally qualify as your dependent for federal income tax purposes.
17. Health Insurance Provider: Clearly print on the blank line the name of your health insurance carrier (including Medicare, Medicaid or other governmental coverage you may have).
18. Policy number: Clearly print on the blank line the policy or account number of your insurance policy.

## Section B - Income

Clearly print the income your household (yourself, your spouse, and dependents) receives from all sources. You may attach additional sheets of paper if more space is needed. Provide the gross amounts and the amounts received after taxes and other deductions.

- If your household receives income from a source that you do not see listed, please indicate that amount on the line for "Other" and provide a description.
- Sources of income include, but are not limited to wages, tips, social security payments, retirement benefits, unemployment, workers' compensation, veteran benefits, public assistance, alimony, child support, pensions, insurance or annuity contracts, investment income, etc.

## **Section C - Essential Living Expenses**

Clearly print the monthly payment amounts for Essential Living Expenses of your household (yourself, your spouse, and dependents). You may attach additional sheets of paper if more space is needed.

If your household has debts or obligations that you do not see listed, please provide that information in section C.6.

## **Section D - Required Documentation**

The documents listed in this section are needed to help us determine if you qualify for financial assistance under our Financial Assistance Policy. If you do not have, or cannot produce the items listed, please include an explanation as to why. Please note that additional information or documentation may be requested by a Hospital representative when processing your application.

## **Section E - Certification**

Patient/Guarantor's Signature: Carefully read the acknowledgement statement in this section and then sign and date the application.

## **Mailing Instructions/Contact Information**

Submit the completed Financial Assistance Application along with supporting documentation to the hospital's address.

Further information about the Financial Assistance Policy or assistance with the application process are available from the hospital controller via the hospital phone number, in person at the hospital address or online at the website address. Certain foreign language translations of the Financial Assistance Policy, Plain Language Summary, Financial Assistance Application and Instructions are available upon request.

# Quillen Rehabilitation Hospital

a joint venture of **Ballad Health** and **Encompass Health**

PLEASE SEE INSTRUCTIONS FOR ADDITIONAL INFORMATION ON COMPLETING THE APPLICATION

## Section A - Patient and Guarantor Information

Patient Name		Date	
Guarantor (if other than Patient)		Relationship	
Address		Phone	
Patient's Employer	Title	Years Employed	
Spouse's Name		Spouse's Phone	
Spouse's Employer		Title	Years Employed
Length of Time at Current Address		Total number of Dependents (including yourself)	
17. Health Insurance Provider		18. Policy Number	

## Section B - Income

1. Your Adjusted Gross Income	<input type="checkbox"/> per month <input type="checkbox"/> per year
2. Spouse's Adjusted Gross Income	<input type="checkbox"/> per month <input type="checkbox"/> per year
3. Other Income	<input type="checkbox"/> per month <input type="checkbox"/> per year
4. Other Income	<input type="checkbox"/> per month <input type="checkbox"/> per year
5. Total Monthly Income	
Description of Other Income	

Verification is required - please attach copies to show proof of income

**Section C - Essential Living Expenses**

		Monthly Payment
1. Household	<input type="checkbox"/> Own <input type="checkbox"/> Rent	\$
2. Utilities Electric, Gas, Water, etc.		\$
3. Telephone		\$
4. Food		\$
5. Automobile(s)	Payments	\$
	Insurance	\$
6. Other Monthly Obligations for Essential Living Expenses, please list		
a)		\$
b)		\$
c)		\$
d)		\$
e)		\$
f)		\$
7. Total Monthly Essential Living Expenses		\$

**Section D - Required Documentation**

Please provide a copy of the most recent income tax return filed with the IRS and any documents to support the information provided in Sections B and C.

**Section E - Certification**

I certify that the information on this application is a true and complete statement of the facts accounting to my best knowledge and belief. I understand that falsification of or failure to provide complete information requested on this application or failure/refusal to complete it, may result in being denied financial assistance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Encompass Internal Use Only:**

Date Received: \_\_\_\_\_

Controller Received: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval / Denial: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(circle one)

Level of Financial Assistance:     Free     Discount (amt)

If discounted, total monthly income less total essential living expenses