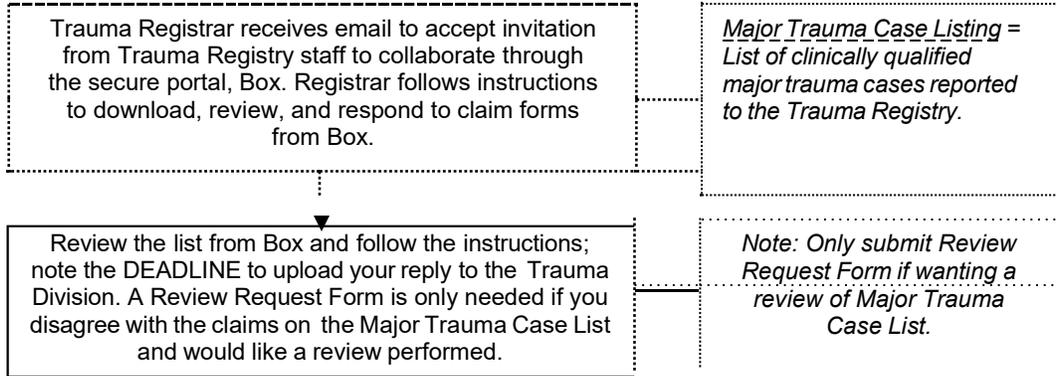


TRAUMA FUND: Suggested Step by Step Guide for HOSPITAL Application

*****PLEASE NOTE: CHANGES IN SUBMISSION PROCESS OF APPLICATIONS*****

ALL DOCUMENTS IN APPLICATION PACKAGE must be uploaded to BOX by deadline



UNCOMPENSATED COST = Adjusted Hospital Charges¹ minus Actual Hospital Collections minus Contractual

¹ Adjusted charges = Actual charge X cost-to-charge ratio

Note:
Contractual Adjustment = Difference between the actual and negotiated charge for a procedure. Adjustment for non-negotiated governmental payor source is zero.

Deductible or coinsurance that the patient fails to pay unless the entity has pursued reasonable collections efforts. Do not include any amounts you are not entitled to collect from the patient.

For reference:
Oklahoma Administrative Code Title 310
Oklahoma State Department of Health
Chapter 669. Trauma Care Assistance
Revolving Fund

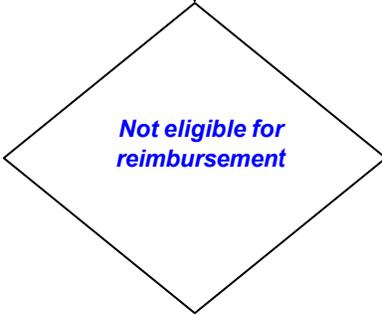
Complete application package must be uploaded to Box by indicated deadline.

Notification Letter and number of qualified cases:
1) Emailed to Hospital Administrator and Trauma Registrar.
2) Note the DEADLINE and the REQUIRED DOCUMENTS for the application package.

1) Confirm Listing accuracy
2) Obtain financial data
Tip: Work with your Business Office

Determine which cases are uncompensated

Balance due < \$0

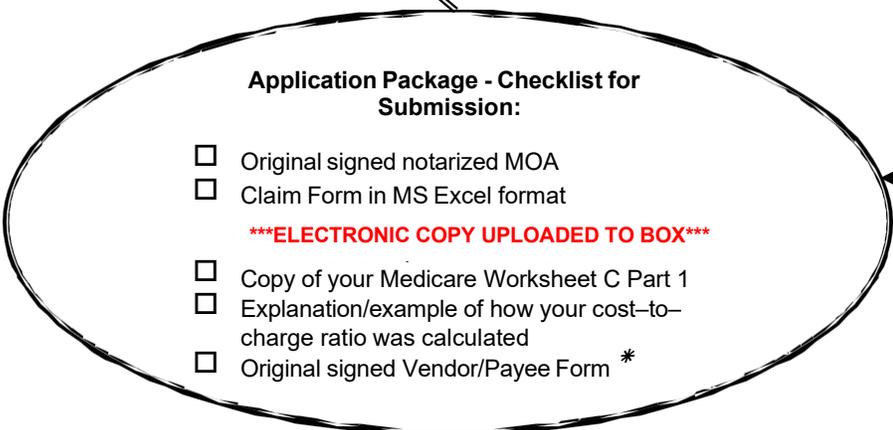


Balance due > \$0 – Unpaid, collections efforts exhausted and written off to bad debt

Using the hospital Claim Form, fill in all the required data in each of the cells:

- Actual Hospital Charges
- Cost to Charge Ratio
- Adjusted Hospital Charges
- Actual Hospital Charges
- Contractual Adjustment
- Uncompensated Cost

Save Form and upload Excel ClaimForm to Box. Make sure you keep a copy for your own records.



***Providers who have never received Reimbursement from the Trauma Fund must sign and return an original copy of the Vendor/Payee Form.**

If you have had any ownership or address change within the last 6 months, you must resubmit a new Vendor/Payee Form to reflect your current status.