



FINANCIAL ASSISTANCE APPLICATION INSTRUCTIONS

Instructions:

As part of its commitment to serve the community, West Suburban Medical Center elects to provide financial assistance to individuals who are financially indigent or medically indigent and satisfy certain requirements.

To determine if a person qualifies for financial assistance, we need to obtain certain financial information. Your cooperation will allow us to give all due consideration to your request for financial assistance.

If you are uninsured, a Social Security Number is not required to qualify for free or discounted care. However, a Social Security Number is required for some public programs, including Medicaid. Providing a Social Security Number will help the hospital determine whether you qualify for any public programs.

Please provide the requested information to the following address:

**West Suburban Medical Center
3 Erie Street
Oak Park, IL 60302
Attn: Financial Counseling**

Income Verification:

IN ORDER TO CONSIDER YOUR REQUEST FOR FINANCIAL ASSISTANCE, VERIFICATION OF INCOME IS REQUIRED. PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS:

- Governmental Assistance, Social Security, Workers Compensation, or
- Unemployment Compensation Determination Letter
- Income Tax Return for previous year

In the event income verification is unavailable, please contact our office for further instructions. Applications without verification are considered incomplete and **WILL NOT BE PROCESSED**. Please return the completed application and verification of income to the above address.

If a patient meets the presumptive eligibility criteria or is otherwise presumptively eligible by virtue of the patient's family income, the patient shall not be required to complete the application's section on monthly expenses.

Notification of Determination:

We will notify you of your eligibility following receipt and review of all necessary information. The notification will be mailed to the mailing address you have provided on your completed Financial Assistance Application.

Physician Services:

The physicians providing services at the Hospital are not employees of West Suburban Medical Center. You will receive separate bills from your private physicians and from other physicians whose services you required (pathologist, radiologist, surgeon, etc.) The Financial Assistance Application does not apply to any amounts due for your physician services. Kindly contact the individual physician office for questions or additional information.

If you have any questions about the Financial Assistance application or need assistance completing it, please contact West Suburban Medical Center (Financial Counseling) at (708) 763-6260 or (708)763-6873, Monday through Friday between the hours of 7:00 a.m. to 3:30 p.m.