

**HARDEE COUNTY INDEPENDENT INDIGENT HEALTH CARE
SPECIAL DISTRICT BOARD
RULES AND REGULATIONS**

WHEREAS, The Hardee County Independent Indigent Health Care Special District Board was created by Hardee County Ordinance No. 93-03 pursuant to Florida Statute 154.331 for the purpose of providing indigent health care services; and

WHEREAS, said Ordinance authorizes the District Board to levy ad valorem taxes not to exceed \$550,000 to fund indigent health care services and related expenses; and

WHEREAS, said Ordinance provides that the District Board shall adopt rules, regulations, resolutions, and orders for the purpose of conducting business and appropriately distributing these funds.

NOW THEREFORE, BE IT RESOLVED BY THE HARDEE COUNTY INDEPENDENT INDIGENT HEALTH CARE SPECIAL DISTRICT BOARD, AS FOLLOWS:

- I. The Indigent Health Care Board shall purchase inpatient, outpatient and emergency medical services for indigent patients receiving services at the Florida Hospital Facility located in Hardee County and any other Florida Hospital Facility located in the Heartland area. No other provider unless named by the Board of County Commissioners, shall receive reimbursement for services provided to indigent patients residing in Hardee County.

II. The District Board shall be the certifying agency responsible for determining whether a patient is qualified as an indigent patient. The District Board may determine eligibility based on documentation submitted by the patient or Florida Hospital to provide adequate information to verify residency, income, and assets. The following criteria shall be used to determine a patient's eligibility:

A. The patient must be a resident of Hardee County. The term resident shall be defined as a person who has established a primary place of settlement within the county with the intent to remain in the county. This excludes any person living in the county in any type of assisted living facility who had not established a settlement in the county prior to being admitted to the assisted living facility. Documentation which can be used to determine residency shall include, but is not limited to the following:

- (1) Driver's License;
- (2) Mortgage, lease or rental receipt or letter from the landlord;
- (3) Proof of home ownership;
- (4) Water, electric, or other public utility bill in the name of the applicant to a residential address within the county;
- (5) A state, county or federal document mailed to the applicant or family unit member to a residential address within the county;
- (6) Vehicle registration in the name of the applicant or family unit member to a residential address within the county;

- (7) Voter registration;
- (8) Proof of children enrolled in public schools within the county which documents the address;
- (9) Other documents of equal weight as those above that verify residency, including certified mail which has been signed by the patient.

B. The gross family income of the applicant shall not exceed one hundred thirty percent (130%) of the federal poverty level. Verification of earnings shall be requested for the four (4) week period prior to the date of admission or treatment. The District Board shall require additional income verification for the preceding twelve (12) month period if the income received for the four (4) weeks prior to admission is not representative of the family unit's gross income. Verification of income eligibility shall be determined by sources other than a self-declaratory statement of the individual originally supplying the information. Verification can be, by face-to-face contact, in written form, by photocopy or written documentation certifying income. Certification may include, but is not limited to the following:

- (1) A statement from a state or federal agency which attests to the patient's financial status;
- (2) A statement from the employer;
- (3) Pay stubs for four (4) weeks if available;
- (4) A statement from the source providing unearned income to the applicant or family unit;

(5) Most current federal tax return.

C. The applicant's assets shall not exceed the overall amount of now exempt countable assets a person may retain and remain eligible for assistance. The District Board shall determine if the applicant's assets exceed those amounts used in the Medicaid Medically Needy Program as defined in Rule 10C-8.218, Florida Administrative Code. The District Board may request verification of asset values. If verification of the asset values is not requested, the asset values will be accepted as stated in the application unless the asset values stated exceeds the limit. The following shall not be included as assets in the eligibility determination:

- 1) One homestead;
- 2) Household furnishings;
- 3) One automobile in operating condition;
- 4) Clothing;
- 5) Tools used in employment;
- 6) Cemetery plots, crypts, vaults, mausoleums, and urns;
- 7) Produce and animals raised for home consumption.

III. Florida Hospital shall assist the District Board in determining eligibility by providing the information required in Section II. The provider is responsible for initiating the eligibility determination and shall also be responsible for the following:

A. Creating an application form approved by the District Board and signed by Florida Hospital, which includes information that will assist in

determining the eligibility of the applicant. Claim forms accompanying the application shall be the same uniform billing form the provider uses with respect to other third party payers. Lack of documentation shall not preclude submission of the application nor constitute a reason to delay the submission of the application within the proscribed time periods as indicated in Section III. C.;

B. Screening patients to determine the availability and adequacy of third party insurance and potential eligibility for Medicaid or other State or Federal governmental programs. Florida Hospital shall pursue all third party payers prior to submitting a claim to the District board. The District shall serve as payer of last resort in regard to third party insurance, federally funded and state funded hospital programs that may be available to the applicant;

C. Notifying the District Board within thirty (30) days from the date of admission of an individual who may qualify, and ninety (90) days from the date of discharge, or conclusion of inpatient, outpatient or emergency treatment to apply for payment or Florida Hospital forfeits its right to reimbursement;

D. Establishing a case record for each individual applying for assistance under the act. The case record shall contain the application, any documentation or evidence used in the determination of eligibility and a copy of any notice issued to the patient or provider making the referral;

E. Notifying the patient of the disposition of the application within ten (10) days of the disposition.

- IV. The District Board shall reimburse Florida Hospital for eligible expenses as defined in Rules 10C-7.039, 10C-7.040, F.A.C. and the Medicaid Provider Handbook – Hospital Services, subject to the following provisions:
- A. The District Board shall not be required or be responsible for making any payments for reimbursement of any medical services if all funds available to the District Board in any one fiscal year have been disbursed or utilized;
- B. The rate of reimbursement for inpatient, outpatient and emergency services shall be based upon the provider's actual costs of providing such services to qualified indigent residents of Hardee County as reflected by the ratio of total expenses to gross revenues in the provider's most recent audited financial statements and support documents. Claims shall be based on the providers annual audited financial statements effective for all discharges fifteen (15) days after Florida Hospital's receipt of each year's financial statements from its auditors;
- C. In cases where a provider is reimbursed by a third party payer or a government program, after the District has paid the provider under this program, the provider shall reimburse the District up to the amount paid by the District;
- D. The District Board shall pay claims submitted by the provider within thirty (30) days of the District Board's approval, subject to the availability of funds;

- E. Claims submitted shall be retroactive to the date of admission or treatment when eligibility is determined.
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- V. The District Board shall conduct their business in the following manner:
 - A. Meetings will normally be held on the fourth Tuesday or Thursday of each month, as determined by the Board, in the County Commission Chambers, 412 West Orange Street, Room A-202, Wauchula, Florida;
 - B. A meeting notice will be advertised in a local newspaper each month advising of the date, time, and place of the scheduled meeting;
 - C. The meetings will be conducted in a manner consistent with Roberts Rules of Order by a Chairman appointed by the Board and in his or her absence, by the Vice Chairman appointed by the Board;
 - D. A quorum of the Board shall be at least three members, two of which shall be Hardee County Board of County Commissioner appointees;
 - E. All bills incurred by the District Board shall be submitted for payment on a monthly basis;
 - F. Each month the Budget Officer shall prepare and submit for approval a monthly report of revenues and expenditures;
 - G. Florida Hospital shall submit applications for payment in accordance with the provisions set forth herein, and shall make available the application packets on the Friday prior to scheduled meeting;
 - H. The rules and regulations adopted by the Board shall be reviewed annually to determine whether or not any changes should be made,

however any changes can be made at any point during the year with a majority approval of the Board;

I. The District Board shall continue to adhere to the provisions of Hardee County Ordinance 93-03, which shall supercede any provisions of the adopted rules and regulations set forth herein.

J. The Board meetings are open to the public and all records of the Board are declared public as defined by Florida Statutes and are maintained in the office of the Board of County Commissioners.

VI. The funds received by the Board shall be managed as follows:

A. Investment procedures shall be established for investing excess fund which may be acquired by the Board during the year.

B. Three members of the Board shall be authorized to signatories on the checking account. All checks shall be signed by two Board members – Chairman and Vice Chairman who will act as primary signatories on the account, with the third person on the account authorized to sign in the absence of the primary signatories.

Duly passed and adopted in regular session of the Hardee County Indigent Health Care Special District Board, this _____ Day of _____, 2000.

Hardee County Independent Indigent
Health Care Special District Board

Jeff J. McKibben, Chairman

Attest:

Kathy Crawford, Budget Officer