

**Maine Medical Center
Maine Transplant Program
Policies and Procedures
Patient Assistance Fund Policy**

Purpose

To provide information and guidance on the use of the Transplant Patient Assistance Fund and a standard process for the approval and processing of fund requests.

Policy

It is the Policy of the Maine Transplant Program to maintain and responsibly administer an assistance fund for the temporary and urgent needs of transplant patients who are at risk of losing their transplanted kidney, or being unable to complete their evaluation or medical treatment regimen. These needs may include basic living needs, medical expenses, and transportation.

Eligible Expenses

Patients may be approved on a time limited basis for the following expense:

- Emergency food
- Emergency shelter
- Utilities
- Transportation to medical appointments
- Dental expenses not covered in a timely manner by another source
- Medical expenses not covered by any insurance or public aid to which the applicant is entitled
- Any other expense deemed appropriate

Procedure

1. The Transplant Patient Assistance Fund will be housed in the Development Office at MMC. Contributions to the fund will come from grateful patients and contributors, and staff generated fund raisers (e.g. jeans day).
2. The Transplant Social Worker and Financial Coordinator will be responsible to review any requests, and determine approval under the requirements of this Policy.
3. A general guideline of \$250 per year per patient will be applied to all requests. Exceptions may be made in extraordinary circumstances.
4. Eligibility for use of funds will be determined by a careful and unprejudiced review of the individual patient need, patient's ability to benefit from the funds, financial resources, and ability to understand and agree to any funds provided as a temporary resource.
5. All disbursements from the fund will be made to a vendor or provider and not to an individual patient or family member.
6. The Transplant Administrative Specialist will be responsible to initiate check requests for funds requested.
7. The Financial Coordinator will maintain an updated and detailed spreadsheet including patient identifiers, date of request, and specific use of funds.
8. A review of the Fund and disbursements will occur on a bi annual basis by the Transplant Director.

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Policy Champion: Ardyce Peters, MS – Director, Kidney Transplant