

# Windom Area Hospital Foundation

## Women's Health Fund Policy

### **I. PURPOSE**

- 1.1 To establish a protocol for the allocation of funds contributed to the Women's Health Fund of the Windom Area Hospital (WAH) Foundation.

### **II. POLICY**

- 2.1 A fund of the WAH Foundation, called the Women's Health Fund, will be designated to support local women's health.
  - 2.1.1 The primary goal of this fund will be the purchase of digital mammography equipment for the WAH Imaging Department and support future mammography equipment purchases.
  - 2.1.2 The fund will also support local women's health by providing community education and financial support to patients undergoing women's health treatments.
    - 2.1.2.1 This includes treatment and procedures relating to breast cancer, cervical cancer, endometrial cancer, ovarian cancer, and uterine cancer.
      - 2.1.2.1a. Other cases may be considered on a case by case basis.
    - 2.1.2.2 This may include, but is not limited to: gas cards, transportation costs, child care, or preventative care for those individuals who may not otherwise have the means. Examples of things that would not be funded under this policy include insurance co-pays, co-insurance, deductibles, credit card debts, or direct medical expenses to hospitals (excepting mammograms), physicians or clinics.
  - 2.1.3 Current patients with ties to local healthcare providers will be given preferential consideration for support awards. Residents of Windom, Mountain Lake, and Lakefield will also be considered.
  - 2.1.4 Multiple requests for assistance may be considered. However, funds cannot be applied for more than once in a 12-month period.
- 2.2 The solicitation of contributions for this fund will be the responsibility of the WAH Foundation.
  - 2.2.1 Prior to the purchase of the digital mammography equipment, up to 10% of the total amount raised by the Breast Health Walk each year will be available for patient support in the following calendar year.
  - 2.2.2 Of this 10%, any unused amount will "roll-over" into future years.
- 2.3 The allocation of funds will be determined by voting members of the WAH Foundation Board. WAH's CEO, CFO and HR Director will serve as non-voting members of the Foundation Board for purposes of this policy.

- 2.3 The hospital's Human Resource (HR) Director will notify the Foundation board when a request for women's health funds is received, and will supply all pertinent information to the board prior to the next scheduled Foundation board meeting. The HR Director will also have the responsibility to prepare a letter of response to the applicant. The Foundation Treasurer will request funds from the Foundation, if applicable.

### **III. PROCEDURE**

- 3.1 In order to conduct business, a quorum of three voting members must be present.
- 3.2 A majority vote of the members present will be required for each request of funds.
- 3.3 Assistance may be requested by contacting the hospital's HR Director for the application packet.
- 3.3.1 Applicants will submit a complete application and "Disclosure of Financial Status" form to assist the Board in their decision making process. The request for assistance will include the specific dollar amount requested.
- 3.3.2 When possible, the Board will order funds be paid directly for expenses.
- 3.3.3 All information submitted in the application process will be held in strict confidence with the members of the Foundation Board as described in this policy.
- 3.4 The following considerations will be included in the determination of support awards:
- Location of applicant's residence and primary healthcare provider
  - Financial need
  - Course of treatment
  - Resources available in the fund
- 3.4.1 Each applicant may be awarded up to 10% of the funds available for patient support that calendar year. Exceptions may be granted by unanimous decision of the Foundation Board.

EFFECTIVE: 11/21/11

REVISED: 9/15

REVIEWED:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Gerri Burmeister, FACHE, Administrator