

# GUIDELINES FOR HOSPITAL CHAIRMAN

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Patients are "Referred" to our Hospitals by giving them a **Patient Referral Card** and having them call. The number for referring **Orthopedic Cases**, going to our St. Louis Hospital is 800-850-2960. To refer a **Burn Case**, call our Hospital Secretary, Sarah McCrory during business hours at (417) 869-9164 or for an after hours emergency at, (417) 693-3310. The number for referring **Spinal Cord and Cleft Palate Cases**, going to our Chicago Hospital is 773-385-5437. Hospital Chairmen should have these cards on hand to distribute to the members of their Club/Unit. they are available in the Business Office or by emailing: sarah@abashrine.com or calling: 417-869-9164. When giving out a Patient Referral Card, also inquire if the family may need help with transportation. If so, tell them to make sure to answer yes when asked about the need for transportation during their phone call.

Patients are accepted up to the child's 18th birthday if, in the opinion of physicians, there is a reasonable chance of helping the child.

Due to the fact that we accept insurance, some insurance companies require that they are billed for the amount that they do not cover or for the co-pay. They will only receive 1 bill from Shriners Hospital for Children, they will not be sent to a collection service for non-payment. The Hospital does have a program to help families if that expense is a hardship. They would need to call Spring Bonny @ 314-432-3600 ex 1435. They will access their situation and they are given a forbearance for 1 year and it is something that can be renewed on a yearly basis.

The type of conditions treated are:

I. **ORTHOPEdic CASES:** Referred to St. Louis Unit.

Include deformities, broken bones, scoliosis.

II. **BURNS:** Referred to Cincinnati Unit or Galveston Unit.

1. Non-emergency cases, skin damage and crippling effects from previous burns will be handled on a regular referral submitted through the Temple Business Office.

2. Emergency cases - child presently being treated in a hospital.

A. Contact the parents or guardian of the burned child to tell them of our Burn Hospital and ascertain if they would like their child transferred to Shriners Hospitals for Children.

B. If they do and their doctor agrees to transfer the child, contact the SBI Chairman listed in the Pocket Calendar or contact the Business office during regular business hours at (417)869-9164 or for an after hours emergency, our Hospital Secretary, Sarah McCrory at (417) 693-3310. Special arrangements may have to be made for transportation and care.

III. **SPINAL CORD INJURIES, CLEFT PALATE:** Referred to Chicago Unit.

If there is some question as to whether or not the child will be accepted for treatment, we recommend that the referral call be made. Let the Hospital personnel review the condition and make the decision.

Sponsoring a child to receive treatment at Shriners Hospitals is something every Shriner should strive for! Every Abou Ben Adhem Noble should have in his possession a Patient Referral Card. The cost for sponsoring a child is NOTHING - just a little time and effort from you.

The Hospital Chairman will be sent a crutch for each child accepted by Shriners Hospitals, to be presented to the sponsoring Shriner at a regular meeting. If you don't fill out the "Sponsoring Shriner & Temple" section on the Referral Card, they won't know who is the Sponsor! Also, ask the family for the child's name and date of birth as this helps pair you as a sponsor with that child, if the family will give you this information.

Occasionally, a child is accepted by Shriners Hospitals without a sponsor. In this case, the Hospital Chairman will receive a call or letter from the Temple Business office concerning a child who needs a sponsor in his area. It is the Responsibility of the Hospital Chairman to assign a Noble in good standing as a sponsor for the child. Try to make sure each Noble in your Shrine Club or Unit is a sponsor and has received a crutch.

## **HOSPITAL TRANSPORTATION FUND GUIDELINES:**

***THIS FUND IS FOR THE USE OF A PATIENT THAT WOULD BE UNABLE TO OBTAIN TREATMENT BECAUSE OF THE FINANCIAL BURDEN OF THE TRANSPORTATION EXPENSE TO AND FROM OUR HOSPITALS. IT IS NOT INTENDED FOR PATIENTS WHOSE GUARDIANS ARE FINANCIALLY ABLE TO PROVIDE THE FUNDS FOR THEIR OWN TRANSPORTATION.***

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The Abou Ben Adhem Transportation Fund depends solely on donations given by Shrine Clubs, Units, generous individuals, and on memorials designated to this fund. The funds available are very limited; therefore, there are certain guidelines that we must follow to insure that these funds are available to those who truly need them.

Should the parent or guardian need financial assistance in traveling to a Shriners Hospital for Children, they should contact the Abou Ben Adhem Business Office two (2) weeks prior to their actual departure, if possible. We are now requiring that an expense and confirmation form be filled out and returned to us, along with receipts, for all purchases and reimbursement. This is for the family's protection and to insure that funds will be available for other patients in the future. Also, it enables us to determine if the funds provided are helpful in partially defraying the cost of the trip.

Parents or guardians are required to provide proof of appointment date, and obtain receipts for ALL purchases made. These receipts, along with proof of appointment date should be submitted to the Abou Ben Adhem Business Office by mail, or in person, within thirty (30) days after the child's appointment. **IF THIS IS NOT COMPLIED WITH, WE CANNOT GUARANTEE ANY ASSISTANCE IN THE FUTURE.**

It is impossible for us to pay all the traveling expenses, but we will try to partially defray the cost of the travel expense to Shriners Hospitals by providing what we feel are reasonable funds. We realize that in some cases (especially if more than one family member is along) not all the expenses will be covered with the funds that we provide, however, based on past experience, the following is a guideline of the maximum expense that would be covered:

- (1) One night's lodging at a hotel not to exceed \$50.00 - or the actual cost, whichever is less. (only if an overnight stay is necessary - some hotels will offer a discount to patients and their families)
- (2) Fuel expenses - \$50.00 round trip to St Louis from Springfield area, or actual cost, whichever is less. - \$130.00 round trip to Cincinnati or Chicago from Springfield area, or actual cost, whichever is less.

Many times, a patient's travel expenses are paid by Shriners Hospital, and the ABA Hospital Fund is billed for these expenses. When travel expenses are paid by the ABA Hospital Transportation Fund, the sponsoring club or unit will be asked to reimburse the Fund for those expenses.

## **CHAIRMAN AND DIRECTOR OF THE STOP BURN INJURIES (SBI) PROGRAM**

Mike Edwards  
32 Happy Point Lane  
Kimberling City, MO 65686  
(417) 739-3231

## **HOSPITAL SECRETARY**

Sarah McCrory  
sarah@abashrine.com  
(417) 869-9164

We have a film program offer that is extended to any civic club, agency or group of people who want to know of the Shriners International and our philanthropy. This program will be made available upon request to our Business Office.