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### POLICY:

This policy outlines the process for both payment and refund of participation, site survey and application fees.

### PROCEDURE:

Fee Schedule—the Annual Fee Schedule is published for the calendar year upon approval by the Board of Directors at the Fall Board Meeting. The approved fee schedule is shared with all accredited and pursuing trauma centers, as well as posted to the PTSF website.

#### 1. Fees (by type):

##### a. Participation Fee

- i) Accredited trauma centers receive invoices in November for the following calendar year. Payment is due no later than the final business day in December.
- ii) Newly accredited trauma centers receive prorated invoices upon accreditation. This fee is based upon the current fee schedule, as well as the number of months that the center is accredited within the year.

##### b. Site Survey Fee:

- i) Accredited trauma centers receive invoices in November for the scheduled site visit the following year; payment is due no later than:
  - For level 1, 2 and 3 trauma centers, the final business day in January
  - For level 4 trauma centers, the final business day in MayNOTE: These deadlines are outlined in the annual “Save the Date” notices for trauma surveys (emailed to TPMs).
- ii) Hospitals pursuing trauma accreditation receive invoices in November for the scheduled site visit the following year; payment is due no later than:
  - For level 1, 2 and 3 trauma centers, the final business day in January\*
  - For level 4 trauma centers, the final business day in May\*\*These deadlines are outlined in the annual “Save the Date” notices for trauma surveys (emailed to TPMs).

- (a) The fee for a pursuing hospital’s “first” visit—*consultative or site survey*—is due in two parts:
  - (i) Half of the fee is due with the Letter of Request on July 1<sup>st</sup> of the year prior to the visit, reference: Policy AC-130.
  - (ii) The remainder of the fee is due as outlined above.

NOTE: If a pursuing hospital elects to modify their scheduled site visit to instead become a consultative visit, the previous payment is applied to toward the cost of the consultative visit.

c. Application for Survey (AFS) Fee:

i) Fees are due on or before:

- For level 1, 2 and 3 trauma centers, the final business day in January\*
- For level 4 trauma centers, the final business day in May\*

\*These deadlines are outlined in the annual "Save the Date" notices for trauma surveys (emailed to TPMs).

2. Refunds (by classification):

a. Accredited Trauma Centers:

- i) In the event that a hospital voluntarily withdraws their accreditation or is deaccredited by PTSF the fee schedule is as follows:

(1) Participation Fees:

- (a) Accreditation withdrawals before July 1<sup>st</sup> are eligible for a prorated reimbursement of the participation fee which is calculated based on the effective date of withdrawal as follows:
- (b) Between January 1 and March 31—50% of the annual fee is reimbursed.
- (c) Between April 1 and June 30—30% of the annual fee is reimbursed.
- (d) On or after July 1—no reimbursement is given.
- (e) For hospitals that are de-accredited at any time—no reimbursement is provided.
- (f) If a hospital's trauma services are suspended by PTSF—no reimbursement is provided.

(2) Site Survey Fees:

- (a) *Up to 30-days prior*—if a trauma center cancels a site survey, all expenses incurred to that date are covered by this fee. Then, any remaining monies are applied toward the cost of the next scheduled site survey. This visit must occur within the calendar year; otherwise, the remaining funds are forfeited.
- (b) *Less than 30-days prior*— if a hospital/trauma center cancels a site visit (consultative or site survey), all expenses incurred, including surveyor honorariums, are covered by this fee. Then, any remaining monies are applied toward the cost of the next scheduled site survey. This visit must occur within the calendar year; otherwise, the remaining funds are forfeited.

NOTE: Fees are hospital-specific and cannot be applied to any other institution.

(3) Application for Survey Fee:

- (a) Nonrefundable

(4) Digital Innovations, Inc. (DI) Fees:

- (a) All fees paid to either DI or to PTSF for Collector trauma registry or POPIMS software and licenses are nonrefundable. All software remains the property of the hospital.

b. Hospitals pursuing accreditation:

i) In the event a hospital elects not to move forward with a scheduled consultative visit or site survey the fee schedule is as follows:

(1) Site Survey Fees:

(a) Non-refundable, but may be applied toward a consultative visit in the same year if a hospital elects to not move forward with a site survey.

(2) Consultative Visit Fees:

(a) Non-refundable.

(3) Application for Survey Fee:

(a) Refundable, if requested prior to application for survey submission deadline. In place of a refund, a hospital can also elect to apply the submitted fee toward the following year's survey.

(4) Digital Innovation, Inc. Fees:

(a) All fees paid to either DI or to PTSF for Collector trauma registry or POPIMS software and licenses are nonrefundable. Purchased software remains the property of the hospital.

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Approved by PTSF Board of Directors:

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Revise Date: 12/03/2015, 07/27/2017

Review Date:

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*Juliet Altenburg, RN, MSN—Executive Director*