

# OREGON STATE HOSPITAL

## POLICY

**SECTION 4:** Fiscal **POLICY: 4.004**

**SUBJECT:** Patient Benevolent Fund

**POINT PERSON:** Director of Volunteer Services

**APPROVED:** Sara Walker, MD  **DATE: JULY 25, 2024**  
Interim Superintendent

**SELECT ONE:** ☐ New policy ☐ Minor/technical revision of existing policy  
☒ Reaffirmation of existing policy ☐ Major revision of existing policy

### I. PURPOSE AND APPLICABILITY

- A. The Oregon State Hospital (OSH) Patient Benevolent Fund (the Fund) is an administrative trust fund intended to benefit patients with no other resources. This policy establishes eligibility and requirements regarding the Fund.
- B. This policy applies to all staff.

### II. POLICY

- A. The Fund may only be used:
  - 1. for direct patient benefit, and
  - 2. for individual patients, and
  - 3. when all other resources are exhausted, and
  - 4. for personal needs that are not a direct treatment expense.
- B. Exceptions may be made for a patient who is able to work or has a higher resource level with the expectation that the patient will repay the Fund.
- C. To maintain the Fund, payments may not exceed the interest the Fund generates.
- D. The Business Office must provide a quarterly report of the Fund amount and funds expended in the quarter to the Fund Administrator.
- E. Staff must follow Procedures A and other instructions provided by Volunteer Services to process the Fund requests.

F. OSH follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.

G. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

### **III. DEFINITIONS**

A. “Staff” includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

### **IV. PROCEDURES**

Procedures A Patient Benevolent Fund Request

### **V. RELATED OSH POLICIES AND PROTOCOLS**

### **VI. REFERENCES**

Oregon Revised Statute §§ 179.510—179.530.