

How To Sponsor A Case Through Your Foundation

AUTHORIZATION OF AND PAYMENTS ON CASES

All applicants for financial assistance from the Knights Templar Eye Foundation, Inc., must be sponsored by a Sir Knight. The sponsoring of a case is not a responsibility to be taken lightly; nor is it a task of insurmountable proportions. It is the responsibility of the sponsoring Knight Templar to personally interview the applicant or the applicant's family in order to acquaint himself with the case and to complete and return all necessary forms to the Foundation so that we may issue authorization for our financial assistance. These forms must be received at our office at a date prior to the date of surgery as we can not authorize funds for surgery already performed. Emergency cases are limited to accidental injuries or those conditions requiring immediate surgery. In the event emergency authorization is required, you can contact our office at (847) 490-3838 for verbal authorization prior to proceeding with the surgery. A written application must then be submitted promptly for final authorization.

Upon receipt of a completed application, we will review the case to determine the financial eligibility of the applicant. If the applicant is found to be within our eligibility requirements, we will proceed to issue written authorization which will be necessary before we are able to process any statements received pertaining to that case. If the case is denied, we will contact the sponsoring Knight Templar and inform him of this fact.

PROCEDURE FOR AUTHORIZATION

The following forms are provided to Sir Knights for the submitting of information which is necessary for us to authorize a case:

Form 1-2, Instruction Sheet--This sheet contains all necessary information to complete the application. It is important for the sponsoring Knight Templar to **read this information carefully and to follow the instructions closely.**

Form 3, Application for Surgery and Hospitalization--This form is to be completed by the sponsoring Knight Templar at his interview with the applicant. **It should be noted that all forms are to be legibly completed and that all information required is given.** After supplying this information, the sponsoring Knight Templar certifies the information as being correct to the best of his knowledge by supplying his name, address, and Commandery name and number and signing the form.

Form 4, Certificate of Surgical Providers--This form is to be completed by those who will be providing services during the applicant's eye surgery. **Again, all information required should be supplied and the form signed by the attending ophthalmologist, a person of authority at the facility where surgery will be performed and the anesthetist.** Fees stated on this form should be in accordance with our fee schedule which is printed on the back of this form. This is our assurance that all providing service during the applicant's surgery are willing to cooperate with our effort to assist those less fortunate.

Form 5, Applicant's Permission for Surgery and Hospitalization and Certificate of U.S. Citizenship--This form is our legal protection and is to be completed by the applicant and witnessed by a responsible person. A copy of the birth certificate or naturalization must be enclosed.

IMPORTANT--PLEASE NOTE! Before forwarding Forms 3, 4 and 5 of the application, the sponsoring Knight Templar should review the forms to ascertain that all the necessary information is provided, that all necessary signatures are on the forms and the fees listed are within that which we allow for the surgery to be performed. If the necessary information or signatures are not supplied and/or those providing services have not completed Form 4 or have listed a fee in excess of that which is shown on our fee schedule, we will have to return the forms not completed, resulting in unnecessary delay. Applicants are not to be charged for surgical or hospital expenses. THE FOUNDATION CANNOT ASSUME ANY FINANCIAL RESPONSIBILITY FOR TREATMENT GIVEN WITHOUT AUTHORIZATION.

Form 6, Official Authorization--This form is issued to the sponsoring Knight Templar when and if the applicant is found to be eligible for our assistance. This form indicates the amounts we have authorized for the various expenses associated with the surgery to be performed. One copy of the original authorization form is to be retained by the sponsoring Sir Knight with the copies being distributed to the doctor, anesthesiologist and to the hospital upon admission. This Form 6 reiterates that the applicant is not to be billed for amount in excess of our authorization. Any insurance proceeds should be deducted from our allowances prior to billing the Foundation.

It is very important that the sponsoring Knight Templar read and familiarize himself with these forms so that all the necessary information is submitted and that all instructions are followed. The sponsoring Sir Knight acts as a representative of the Eye Foundation and is expected to be of assistance in the handling of the case as it becomes necessary. This may involve providing information or assistance to the applicant and occasionally contacting the doctor or hospital to gather information or to explain the purpose and policies of the Foundation. It has been our experience that most physicians and hospitals will cooperate with our Foundation, once they are made aware that we are a charitable organization supported solely by an assessment on our membership and contributions from concerned individual and groups. Numerous pamphlets and other materials are available to Sir Knights through our office, at no cost, to assist them in explaining our Foundation to interested parties.

Upon receipt of statements from doctors and hospitals for authorized cases, we will process these statements promptly and remit our payments to the extent of our authorization for that particular case. In the event any correspondence regarding the case is necessary, the sponsoring Knight Templar will receive a copy of all letters written, as well as copies of any pertinent supporting information, so that he may be informed of any developments pertaining to the case.