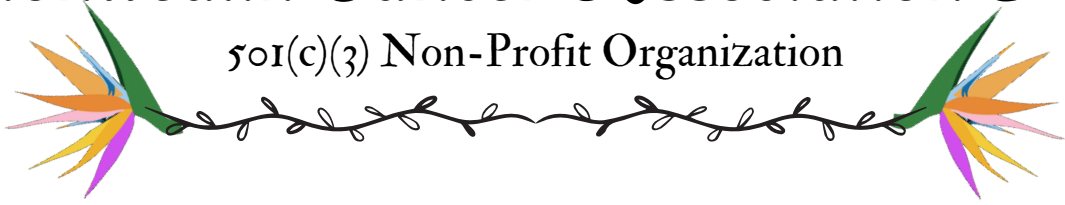


# Commonwealth Cancer Association Policies

501(c)(3) Non-Profit Organization



## A. Privacy

- It is our policy to ensure the confidentiality of all client information that is obtained in the course of providing services to clients.

## B. Client Assistance Program:

- Eligibility:
  - The program is limited to those residing in the Commonwealth of the Northern Mariana Islands (Rota, Saipan, Tinian), who are receiving active treatment from Oncology for cancer. **(The Client Assistance Program is not available to those who are in remission and those who are not receiving active treatment.)**
- Application:
  - In order to be eligible for client assistance funds, the client must be registered with the Association and must obtain a certification letter that states the client is receiving active treatment at the CHCC Oncology Center along with what type & stage of cancer. **(Prescriptions are required as well, and must be from a physician licensed and practicing in the CNMI.)**
  - Copies of a valid I.D. or passport, and insurance card(s)
  - Once the Client Assistance Threshold is exhausted the recertification process (re-registration/renewal) occurs every year on the date of the last registration recorded on file. **(e.g. 01/21/2024 recertifies on 01/21/2025)**
- Use of Funds: (The CCA will provide financial assistance as our resources allow.)
  - The CCA increased the threshold per client from \$500 to \$700 per year.
    - Voucher issuances occur twice in a month, but are distributed separately, coinciding with the Friday of private payroll week.
  - Nutritional Supplements - Ensure, Ensure Plus, and Glucerna.
    - **We are no longer providing vouchers for any food items, including but not limited to: fruits/vegetables, dairy products, eggs, whole grains, fish, etc.**
  - Personal Care Items (Dressing changes) - Gauzes (sterile/non-sterile), waterpik, medical tape, blue pads, colostomy bags, mastectomy bra, etc.
  - Durable Medical Equipment Rentals - While the CCA assists temporarily with the co-pay of the clients insurance, we are also able to shoulder the bulk of the cost, within the \$700 threshold balance.
    - We are working with durable medical equipment vendors to ensure that clients' insurance providers and/or Medicaid are covering the cost of equipment and are only supplemented by the CCA.

## C. Insurance:

- Insurance companies (Medicare, Aetna, Select Care Calvo's, Take Care, Stay Well, Moylan's and Medicaid) should always be billed first. Whereas insurance will cover the bulk, the CCA can cover the co-payments **(within the \$700 threshold)**.

## D. Compliance:

- Client assistance funds will be monitored to assure compliance with these policies. Licensed and practicing physicians within the Commonwealth of the Northern Marianas Islands (CNMI) will be and are aware of the CCA guidelines and assistances that we provide including restrictions.