Maine Medical Center  
Transplant Program  
Policies and Procedures  
Transplant Patient Assistance Fund Policy

Purpose
It is the policy of the Maine Transplant Program to provide time limited financial support to qualified pre- and post-kidney transplant patients via an established Patient Assistance Fund.

Policy
The Maine Transplant Program maintains a special purpose fund designated for patient assistance. All requests for assistance will be reviewed by the Director of the Transplant Program, Transplant Social Worker, and Financial Counselor.

Eligible Expenses
Patients may be approved on a time limited basis for the following expense:

1. Emergency food
2. Emergency shelter
3. Utilities
4. Transportation to medical appointments
5. Dental expenses not covered in a timely manner by another source
6. Medical expenses not covered by any insurance or public aid to which the applicant is entitled
7. Any other expense deemed appropriate

Procedure
A confidential email outlining the request will be submitted to the Director and Financial Counselor by the Transplant Social Worker. The Financial Counselor will confirm that the patient is financially unable to assume the expense being requested. The Financial Counselor and Social Worker will discuss any resources and alternatives that may be available to the patient. If approved, the request will be forwarded to the Administrative Specialist to complete a reimbursement request. All reimbursements will be made directly to a service provider or agency.

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Policy Champion: Kimberly Provencher, CTFC – Transplant Financial Coordinator