

**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 October 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 October for the scheduled site visit the following year. Payment is due no later than the final business day in January.
- ii) Hospitals pursuing trauma accreditation receive invoices in October for the scheduled site visit the following year. Payment is due no later than the final business day in January.
- iii) The fee for a pursuing hospital's "first" visit—*consultative or site survey*—is due in two parts:
  - (1) Half of the fee is due with the Letter of Intent on July 1<sup>st</sup> of the year prior to the visit, reference: Policy AC-130.
  - (2) The remainder of the fee is due with the Application for Survey (AFS) on the associated deadline.

NOTE: If a new 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) The AFS fee is due on the associated deadline for completion of the AFS.

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) *Up to 30-days prior*—if a hospital cancels a site visit (consultative or site survey), all expenses incurred to that date are covered by this fee. Then, any

remaining monies are applied toward the cost of next scheduled visit. This visit must occur within two years; otherwise, the remaining funds are forfeited.

- (b) *Less than 30-days prior*— if a hospital cancels a site visit (consultative or site survey), all expenses incurred, including surveyor honorariums, are covered by this fee. Any remaining funds are forfeited.
- (c) If only half the survey fee was submitted with the Letter of Intent, this is nonrefundable. However, these monies are applied toward the cost of the next scheduled visit. This visit must occur within two years; otherwise, the remaining funds are forfeited.

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

(2) Application for Survey Fee:

- (a) Non-refundable.

(3) 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 Board of Directors:

Original Date: 10/17/2010

Reviewed:

Revised: 12/03/2015



Juliet Geiger RN, MSN  
Executive Director

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