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**Purpose:**

To outline the process for both payment and refund of participation, survey, and application fees.

**Procedure:**

**Fee Schedule:** The PTSF Annual Fee Schedule (fee schedule) is published for the calendar year upon approval by the Board of Directors at the fall board meeting. The fee schedule is shared with all accredited and pursuing trauma centers. The fee schedule is also posted to the PTSF website.

**Fees (by type):**

1. **Participation Fee**
  - A. Accredited trauma centers receive invoices in November for the next calendar year. Payment is due no later than January 15.
  - B. Newly accredited trauma centers receive prorated invoices upon accreditation. The fee is based on the current fee schedule and the number of months that the center is accredited within the year.
2. **Site Survey Fee**
  - A. Accredited trauma centers receive invoices in November for the scheduled survey the following year.
    - i. Payment is due no later than January 15.
    - ii. NOTE: These deadlines are outlined in the annual "Save the Date" notices for surveys, which are emailed to the Trauma Program Managers (TPM).
  - B. Hospitals pursuing trauma accreditation receive invoices in November for the scheduled survey (consultative or accreditation) the following year.
    - i. Payment is due no later than January 15.
    - ii. NOTE: These deadlines are outlined in the annual "Save the Date" notices for surveys, which are emailed to the TPMs.
    - iii. The fee for a pursuing hospital's "first" survey (consultative or accreditation) is due in two parts:
      - a. Half of the minimum survey fee is due with the Letter of Request on July 1 of the year prior to the survey, reference: Policy AC-130.
      - b. The balance of the fee is due as outlined above.
      - c. NOTE: If a pursuing hospital elects to modify their scheduled accreditation survey to a consultative survey, the previous payment is applied toward the cost of the consultative survey.
3. **Application for Survey (AFS) Fee**
  - A. Fees are due on or before January 15.

NOTE: These deadlines are outlined in the annual "Save the Date" notices for trauma surveys, which are emailed to TPMs.

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4. Late fees are accrued at a rate of three percent each month. Failure to pay may result in corrective action by the PTSF Board of Directors, including but not limited to suspension, revocation of accreditation, and/or legal action.

Refunds (by classification):

1. Accredited Trauma Centers
  - A. If a hospital voluntarily withdraws their accreditation or PTSF revokes accreditation, the fee schedule is as follows:
    - i. Participation Fees
      - a. Accreditation withdrawals before July 1 are eligible for a prorated reimbursement of the participation fee which is calculated based on the effective date of withdrawal as follows:
        - b. Reimbursement of 50 percent of the annual fee — between January 1 and March 31.
        - c. Reimbursement of 30 percent of the annual fee — between April 1 and June 30.
        - d. No reimbursement — on or after July 1.
        - e. No reimbursement at any time for hospitals that lose trauma center accreditation.
        - f. No reimbursement at any time if a hospital's trauma services are suspended by PTSF.
    - ii. Site Survey Fees
      - a. Cancellation up to 30 days prior to the survey — If a hospital/trauma center cancels a survey (consultative or accreditation), all expenses incurred to that date are covered by this fee. Then, all remaining funds are applied toward the cost of the next scheduled survey. This survey must occur within the calendar year, otherwise the hospital will forfeit the remaining funds.
      - b. Cancellation less than 30 days prior to the survey — If a hospital/trauma center cancels a survey (consultative or accreditation), all expenses incurred, including surveyor honorariums, are covered by this fee. Then, all remaining funds are applied toward the cost of the next scheduled survey. This survey must occur within the calendar year, otherwise the hospital will forfeit the remaining funds.
    - iii. Virtual Survey Fees
      - a. Virtual survey fees are non-refundable. If a hospital/trauma center elects to change from a virtual survey to an on-site survey, after distribution of the "Save-The Date" notification, the hospital is invoiced and responsible for all fees related to the virtual survey in addition to the on-site survey.
      - b. NOTE: Fees are hospital-specific and are not applied to any other institution.
    - vi. Application for Survey Fee  
Application for Survey fees are non-refundable.
  - B. If PTSF cancels a scheduled survey for any reason:
    - i. Site Survey Fees:  
Fees are applied to the rescheduled survey.
    - ii. Application for Survey Fee:  
Fees are applied to the rescheduled survey.

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- iii. NOTE: PTSF absorbs all surveyor-related costs incurred up to the cancellation date.
- 2. Hospitals Pursuing Accreditation
  - A. In the event a hospital elects to cancel a scheduled survey (consultative or accreditation), the fee schedule is as follows:
    - i. Pre-paid Accreditation Survey Fees  
Non-refundable, but may be applied toward a consultative visit in the same year if a hospital elects to not move forward with an accreditation survey.
    - ii. Pre-paid Consultative Survey Fees  
Non-refundable.
    - iii. Application for Survey Fee  
Refundable, if the hospital requests a refund prior to the application for survey submission deadline. In place of a refund, a hospital may also elect to apply the submitted fee toward a survey the following year.
    - iv. TraumaHQ powered by IQVIA™  
All fees paid to TraumaHQ powered by IQVIA™ are nonrefundable.
  - B. A hospital that elects to cancel a scheduled survey prior to the due date for the remaining fee balance is not responsible for additional fees.
  - C. A hospital that elects to cancel a scheduled survey after the due date for the remaining fee balance is responsible for all additional billed fees—including the Accreditation Survey Fee.
  - D. In the event that PTSF cancels a survey, reference Policy AC-130, Section 12 for details.

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Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 10/17/2010

Revise Date: 12/03/2015, 07/27/2017, 07/11/2019, 07/23/2020, 09/24/2020, 10/25/2022, 07/10/2023, 01/31/2025

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