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### PURPOSE:

To outline 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 November for the following calendar year. Payment is due no later than January 15<sup>th</sup>
- 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 November for the scheduled site visit the following year; payment is due no later than January 15<sup>th</sup>  
NOTE: These deadlines are outlined in the annual “Save the Date” notices for trauma surveys (emailed to TPMs).
- ii) Hospitals pursuing trauma accreditation receive invoices in November for the scheduled site visit (Consultative or Accreditation) the following year; payment is due no later than January 15<sup>th</sup>  
NOTE: These deadlines are outlined in the annual “Save the Date” notices for trauma surveys (emailed to TPMs).
  - (a) The fee for a pursuing hospital’s “first” site visit—*consultative or site survey*—is due in two parts:
    - (i) Half of the minimum site visit fee is due with the Letter of Request (LOR) on July 1<sup>st</sup> of the year prior to the site visit, reference: Policy AC-130.
    - (ii) The balance of the fee is due as outlined above.

NOTE: If a pursuing hospital elects to modify their scheduled accreditation 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) Fees are due on or before January 15<sup>th</sup>  
NOTE: These deadlines are outlined in the annual “Save the Date” notices for trauma surveys (emailed to TPMs).

### 2. Refunds (by classification):

#### a. Accredited Trauma Centers:

- i) If a hospital voluntarily withdraws their accreditation or is de-accredited 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 accreditation), 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) Non-refundable

(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.

- ii) If PTSF cancels a scheduled site visit for any reason:

(1) Site Survey Fees:

- (a) This fee will be applied to the rescheduled site visit.

(2) Application for Survey Fee:

- (a) This fee will be applied to the rescheduled site visit.

NOTE: PTSF absorbs all surveyor-related costs incurred up to the cancellation date.

b. Hospitals pursuing accreditation:

- i) In the event a hospital elects not to move forward with a scheduled site visit, consultative or accreditation, the fee schedule is as follows:
  - (1) Pre-paid Accreditation Survey Fees:
    - (a) 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.
  - (2) Pre-paid Consultative Survey Fees:
    - (a) Non-refundable.
  - (3) Application for Survey Fee:
    - (a) Refundable, if requested prior to application for survey submission deadline. In place of a refund, a hospital can also elect to apply the submitted fee toward the following year's survey.
  - (4) 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.
- ii) A hospital that elects not to move forward with a scheduled site survey prior to the due date for the remaining fee balance will not be responsible for additional fees.
- iii) A hospital that elects not to move forward with a scheduled site survey after the due date for the remaining fee balance is responsible for all additional billed fees—including the Accreditation Survey Fee
- iv) In the event that PTSF cancels a site visit, refer to policy AC-130 Process for Becoming an Accredited Trauma Center, section no. 10 for details.

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Approved by PTSF Board of Directors:

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