

How to Apply for Cancer State Aid Program (CSA) Enrollment

Internet addresses are provided; hold down the Ctrl key and left click on the site address to open the web page.

The Georgia Department of Public Health, Division of Health Promotion, Health Promotion and Disease Prevention Section, Office of Cancer Screening and Treatment, **Cancer State Aid** Unit provides the following information to assist patients in applying for program enrollment.

Applicants must qualify both financially and medically to be approved for program funding and enrollment.

Applicants who are approved for funding of diagnostic testing of conditions suspicious of cancer, and are determined to have cancer must also (as a separate step) qualify for treatment funding through CSA.

Funding approved for cancer treatment is based upon stage and site of cancer; prognosis as supported by current scientific and medical literature, the proposed treatment plan, and current available funds.

Patients should always consult their physician for information appropriate to their health status.

Essential information about CSA:

1. Cancer State Aid is a payer of last resort. You must also apply for all other programs that may be available to you such as:
 - a. **Medicaid:** http://dch.georgia.gov/00/channel_title/0,2094,31446711_31945377,00.html
 - i. **GA Medicaid Facts** The most common Frequently Asked Questions (FAQs) about Georgia Medicaid Programs. <http://dch.georgia.gov/medicaid-faqs>
 - b. **Medicare:** <http://www.cms.hhs.gov/MedicareGenInfo/>
 - i. **Medicare Savings Programs** help with payment of co-pays and premiums <http://www.medicare.gov/your-medicare-costs/help-paying-costs/medicare-savings-program/medicare-savings-programs.html>
 - ii. For those who need assistance with payment of Medicare premiums for coverage levels other than Part A (hospitalization), the Medicaid **Qualified Medicare Beneficiary program** (QMB): <http://dch.georgia.gov/eligibility-criteria-chart> part of the Aged, Blind and Disabled Medicaid Program may be able to provide assistance.
 - c. **Supplemental Security Income** (SSI): <http://www.ssa.gov/ssi/> Those who are eligible for SSI are usually also eligible for Medicaid coverage. Please contact Medicaid for more information.
2. Your income must be 300% (3 times) of the **Federal Poverty Guidelines** used by the program for the current year or less to qualify for CSA. <http://aspe.hhs.gov/poverty/index.cfm>
 - a. Outstanding medical expenses and payments you are making each month on family medical bills may help you to qualify financially. Insurance premiums are not counted as an outstanding medical expense.
 - b. If you have outstanding medical bills as described above and your income is only minimally over 300% of the federal poverty limit you should still apply. The CSA program will determine your eligibility with consideration of the existing medical bills.
3. You must be in need of cancer related diagnostic testing, staging or treatment planning services; or be in need of, or currently be receiving cancer treatment services (radiation, chemotherapy or surgery).
 - a. Applicants who have already completed all physician prescribed cancer treatments are not eligible for CSA funding.
 - b. CSA does not enroll applicants who only need; follow-up care (scans or other follow-up tests) or palliative care (relief of pain or other symptoms); or hospice care.
 - c. A physician that is affiliated with the CSA participating medical facility of your choice must agree to accept you as a patient into his/her care. CSA does not provide payment for physician fees or services provided in private physician offices. You may be billed for those expenses. CSA advises patients to

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discuss payment arrangements with their physician, or to request forgiveness of expenses due to their financial status.

- d. Physicians most often provide their services as a donation and may require a copy of your CSA enrolment letter to document your inability to pay.
- e. The CSA Program reimburses only the approved eligible cancer diagnostic or treatment services for enrolled patients provided at medical facilities that have a current contract agreement with the program. Payments are made directly to the CSA treating facility.
- f. The CSA Program pays only the portion of the billed amount that covers the costs incurred by the facility to provide the care.
- g. The amount paid by CSA is accepted by agreement as payment in full for those dates of service listed in the bill; you should not be billed the remaining balance of any cancer related services paid by CSA.
- h. CSA does not pay for services billed by third party vendors. Third party vendors may contract with a facility to provide services to patients. These services may include laboratory testing, reading of x-ray films by a radiologist and others. You may receive bills for those services directly from the third party vendor. CSA advises patients to discuss payment arrangements with the vendor, or to request forgiveness of expenses due to their financial status.
- i. Only those services billed directly through the CSA contracted facility are eligible for CSA payment consideration (please see #3. e. above).

Steps of the application process:

1. Select the facility from which you wish to obtain your cancer treatment.
 - a. The link to the list of participating "Cancer State Aid Facilities" is located on the program's main web page. <http://dph.georgia.gov/cancer-state-aid-program-csa>
 - b. If your physician is already affiliated with a CSA treatment facility you will simply need to complete the application with the financial advisor or CSA Patient Contact at the CSA facility.
 - c. If your physician does not provide care at any CSA facility you must request a written referral from your doctor referring you to a physician at a CSA facility or;
 - i. Request that your physician make the referral directly by contacting the facility on your behalf to arrange an appointment for you or;
 - ii. Request assistance from the CSA facility Patient Contact to obtain an assessment appointment with one of their affiliated doctors.

Facilities do their best to assist you to obtain an assessment appointment, but it depends upon the availability of their physicians who are willing to accept CSA patients.
2. Call the number listed as the "Patient Contact" for the medical facility that you have selected.
 - d. Briefly describe your medical condition and explain that you wish to apply for Cancer State Aid.
 - i. Some facilities may require an initial medical assessment appointment and payment for the appointment prior to completing an application for CSA coverage.
3. Take all of your medical records concerning your suspected cancer or cancer diagnosis with you to your very first visit or appointment at the CSA facility.
 - a. You must have a written medical description provided by your physician of the suspected cancer if you are in need of a diagnosis.
 - b. You must bring the diagnostic pathology report and/or physician's notes describing the diagnosis if you have a diagnosed cancer.

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- c. You must have a written referral from your physician.
4. You will be required to provide verification of income, financial assets, and payments you are making each month for medications and medical bills, and a list of your outstanding medical expenses. Copies of medical bills and payments may be required if your income does not meet eligibility requirements. Outstanding medical expenses may be deducted from income to determine eligibility.
5. All applicants must be a legal U.S. resident and a Georgia resident to be eligible for enrollment consideration.
 - a. If you have immigrated, and are a legal resident, you will be required to provide official documentation of your immigration status (passport, military ID, driver's license, Permanent Resident Card or Alien Registration Receipt Card, or a Certificate of Naturalization or Citizenship issued by the United States Department of Citizenship Immigration Services). Residency status is verified through government websites.
6. The facility Patient Contact will assist completion of your application and will submit it to CSA on your behalf. CSA does not accept applications sent by patients, or by medical facilities or medical providers that do not have a current contract agreement with CSA.
7. Only the CSA facility that will provide cancer related services to you should submit a CSA application.
8. You and the facility's Patient Contact will be notified of the funding approval and program enrollment decision by letter approximately ten business days after CSA receives the complete application.
 - a. If the information required on the application is incomplete or required supporting documentation is not included, the approval process will be longer.
 - b. You may wish to check with your facility contact on progress of your CSA application fourteen days after you have completed your parts of the application and provided required documentation.
 - c. Completion of a physician report form is required and may cause delays based upon availability of test results or other medical information.
 - d. CSA must receive all required documents for a complete application prior to review and determination of patient eligibility for CSA funding and program enrollment.
 - e. Applications that remain incomplete after a maximum of 30 days from original CSA receipt may be denied due to incomplete information.
9. Once approved for CSA enrollment, you must have prior approval from Cancer State Aid to obtain care from each CSA facility that you wish to visit.
 - a. CSA will not provide payment for services provided at any CSA facility for which you have not been prior approved to obtain treatment. You will be responsible for those bills.
10. You must re-apply each July 1st to continue funding approval and enrollment.
 - a. CSA program funds are allocated by the Georgia Legislature each state fiscal year; July 1st through June 30th; program funds may only be used to pay for services that are provided during the fiscal year for which the funds are allocated.
 - b. Only those patients who have not completed their CSA approved diagnostic testing or cancer treatments will be considered for re-certification for funding continuation into the next fiscal year. Recertification is made on a case by case basis. Continued enrollment is not guaranteed.
 - c. Patients previously enrolled in the Cancer State Aid Program and who are in need of additional cancer related services must reapply.

*For additional information please contact the Cancer State Aid office at **404-463-5111**, or you may contact the designated Patient Contact at the CSA participating facility of your choice. The hyperlinked list of facilities is located on the program web page at: <http://dph.georgia.gov/cancer-state-aid-program-csa>.