



## **EYE SURGERY GRANT INSTRUCTIONS**

### **Overview**

- The Eye Surgery Grant is a project of the Rocky Mountain Lions Eye Bank (RMLEB) through the Board of Directors of RMLEB.
- The primary purpose of the Eye Surgery Grant is to provide financial aid for surgery to patients through a local Sponsoring Lions Club. Grant money is available for eye surgeries for residents of Colorado and Wyoming. Primary attention shall be paid to financial status and lack of insurance coverage for the requested procedure.
- The local Sponsoring Lions club is the applicant.
- The patient (or parent/guardian) MUST be unable to pay for eye surgery and not qualify for other assistance such as Medicare or Medicaid. All other avenues of aid should be sought prior to applying for Eye Surgery Grant financing.
- The local Sponsoring Lions club must cooperate with RMLEB, Ophthalmologists, anesthesiologists, and surgical facilities willing to provide services discounted to Medicare rates to patients with demonstrated financial need and no insurance coverage for the requested procedure.
- The Eye Surgery Grant will provide up to 80% of the Medicare rate (or lesser) of each approved surgery. A minimum of 20% of the total of each surgery must come from sources other than the RMLEB Eye Surgery Grant.

### **Patient Qualifications**

- Patients must be US citizens and must reside in the RMLEB service area of Colorado or Wyoming.
- Patients must agree to a one-on-one interview with the responsible Lion from the Sponsoring Lions Club representative.
- The patient must be willing to provide all financial information requested by the responsible Lion from the Sponsoring Lions Club.
- The patient must be willing to provide all eligibility information requested by the responsible Lion from the Sponsoring Lions Club.
- The patient must agree to and sign the HIPAA disclosure in the presence of the responsible Lion from the Sponsoring Lions Club.
- Patient's health insurance may cover eye surgery, hence, eliminate the need to apply for assistance from RMLEB. It is strongly recommended the responsible Lion make contact with the insurance company, if applicable.

## **Application**

- All applications must originate with the patient contacting a local Lions Club to sponsor the patient.
- Each application must have a responsible Lion from the Sponsoring Lions Club.
- The responsible Lion is the direct contact person between RMLEB, the patient, the surgeon's office, and related professionals. The responsible Lion must be willing and able to communicate with all the parties involved about the requested surgery.
- All applications shall be considered on a first come, first serve basis and will only be considered at regular meetings of the RMLEB board of directors.
- Emergency grants will not be available.
- Only completed applications will be considered. Such completed applications must be in the hands of the RMLEB board of director from the home District of the Sponsoring Lions Club by 5PM, on or before the last business day of the following months:  
**August      October      December      February      April      June**

A RMLEB board director can help with completing any part of the Eye Surgery Grant application. Please email [info@corneas.org](mailto:info@corneas.org) if you have questions or need assistance.

**Background Portion:** Pages 1 & 2 determine the patient's eligibility. The patient must have pursued all available existing support such as Welfare, SSI, Medicare, Veterans benefits, as well as contacted the patient's insurance company.

**Patient Portion:** Page 3 is the indemnification and consent for Use and Disclosure of Personal Health Information. This page should be completed by the responsible Lion and the patient and must include the original signature of the patient or the legal representative.

**Medical Portion:** Page 4 certifies the medical need. This page is to be completed by the surgeon (or surgeon's representative), the surgery center, and the anesthesiologist (or representative). The surgeon, surgery center, and anesthesiologist must be willing to discount or waive their standard fees.

**Sponsoring Lions Club Portion:** Page 5 will usually be completed by the responsible Lion and used to determine the sponsorship of the patient by the local Lions Club. A brief history of the club's association with the patient must be completed. Since this is a cooperative effort, some financial assistance from the local Lions Club and/or other sources is expected.

## **Procedure**

- The responsible Lion is required to complete Pages 1, 2, and 5. The responsible Lion will confirm eligibility of the patient as outlined in these instructions and will work with the surgeon's contact person about the type of surgery needed and the rates accepted for the surgery. Costs for the surgery center and anesthesiologist similarly need to be agreed to as part of the total costs for the procedure(s).

- Once the cost of the surgery has been determined, the responsible Lion will provide sufficient information to confirm all portions of the cost of the surgery will be covered; describe the 20% match required from the Sponsoring Lions Club and/or others.
- Once completed the application should be sent to the RMLEB Director from the District where the local Sponsoring Lions Club is located.
- After a review by the RMLEB Director, the application will be forwarded to the Chair of the Eye Surgery Grant Committee and the RMLEB executive assistant. Deadlines for submittal are described above in the Application section.
- The application will be presented by the receiving RMLEB Director at the regular meetings of the Eye Surgery Grant Committee in odd numbered months (January, March, May, July, September, and November). The committee forwards the application to all members of the RMLEB Board with recommendation for or against approval or request for additional information or clarification.
- If additional information is needed or approval is contingent upon additional information or subject to stipulations, the responsible Lion will be notified of the status of the application by the RMLEB Director. If the application is approved for a grant to the Sponsoring Lions Club, the receiving RMLEB Director will notify the responsible Lion of the decision.

**Official Notification** of the Board's decision will be sent to the responsible Lion by his/her preferred method (electronically or US Postal Service) within four days of the RMLEB Board meeting. This document should be in hand and must be used when notifying the surgeon's contact person. Upon receipt of the official notification from the Chair of the ESG committee the responsible Lion needs to inform the patient and provide approval confirmation to the surgeon's contact person. The surgery may then be scheduled.

**NOTE:** With the official notification, a separate page identified as the **ESG Verification of Surgical Treatment** page, will be sent to the responsible Lion.

- The Eye Surgery Grant verification of Surgical Treatment page must be completed by the surgeon's contact person then signed by the surgeon. The completed and signed page must be returned to the RMLEB executive assistant (address is on the form) in order for the RMLEB financial portion to be sent to the responsible Lion.
- The responsible Lion needs to forward the check to the Club's Treasurer who should place it in the Club's Project account (together with other sources' funds [the 20%] then pay the full amount of the surgical costs. The responsible Lion must be sure that all expenses connected with the surgery described in the application are paid in full.
- The local Lions Club should then report that project cost and time and persons served in the monthly report to Lions Clubs International.