

PAYMENT OF INVOICES
for
CHRISTIAN SCIENCE NURSES and
CHRISTIAN SCIENCE PRACTITIONERS

The mission of the National Fund for Christian Science Nursing is to gather, bless, and offer resources that support the healing ministry of Christian Science nursing. For your role in supporting this mission, we are most grateful.

It is our desire to be a supportive partner in this process, and we have prepared this document to help you help us ensure that we can pay you promptly for the services you so lovingly provide.

What We Need from You

When we have accurate, complete documentation, we typically process grant payments promptly after receiving invoices from grant recipients. You can expect to receive payments from us approximately 7-14 business days after we have received your invoices, depending upon which payment option you have chosen (see page 3 for more information about payment options).

Taking the following steps will help to ensure your timely receipt of our payments:

1. If you are not *Journal*-listed, please let us know right away so that we can establish payment eligibility.
2. For income tax purposes, before we can make payment, we must have an IRS Form W-9 on file for you. You can fill out this form online at nfcsn.org/tools.*
3. If you choose to be paid electronically, complete the Direct Deposit Authorization form, also available at nfcsn.org/tools.
4. Ensure that your invoices include the following information: patient name; invoice date; your name, mailing address, email address, and other contact info; dates of service; rate per day (hours and hourly rate if a Christian Science nurse or caregiver); and itemization of any additional charges such as travel or supplies.

* We require an IRS Form W-9 *Request for Taxpayer Identification Number and Certification* so that we can issue a Form 1099 at the end of the year. The 1099 is strictly an informational filing that we must submit to the IRS reporting what we have paid to you. Because you are an independent contractor, we do not withhold taxes, and you are entirely responsible for your tax liability. We suggest that you consult a tax advisor now if these obligations are not clear to you, as you may be required to make estimated quarterly payments.

Patient-Centered Approach

It is the patient who must apply for a NFCSN grant. If the patient is unable to apply for him- or herself, then a personal representative (typically a family member with a Power of Attorney) may apply on the patient's behalf.

The patient is not required to be a member of The Mother Church, but he or she is required to be under the care of a Christian Science nurse and a Christian Science practitioner to be eligible for a NFCSN grant.

Grants

Most NFCSN grants are structured as follows:

- Payment of up to \$_/day for CS practitioner invoices less a patient contribution of \$_/month
- Payment of up to \$_/hour (not to exceed \$_/day) for CS nursing invoices less a patient contribution of \$_/month

Patient Contribution

The amount, if any, of the patient contribution is based on our assessment of the patient's ability to pay. It is our hope that attending to and contributing to a Christian Science nurse or practitioner bill blesses the patient and supports the healing activity. Our policy is premised on what our Leader writes in *Miscellaneous Writings*:

Christian Science demonstrates that the patient who pays whatever he is able to pay for being healed, is more apt to recover than he who withholds a slight equivalent for health (p. 300).

Unlike an insurance co-payment, the purpose of the patient contribution is to give the patient (or personal rep) the opportunity to pause, reflect, express gratitude, and acknowledge the effectiveness of the treatment and care that has been given.

Provider-Patient Agreement

Because NFCSN grants are intended to help make Christian Science care an affordable option, we let the patient know up front what we can pay. The agreement between you and the patient may take this information into account, but ultimately, any agreement regarding payment is between you and the patient.

To avoid potential misunderstandings over charges, we encourage you to be clear about your rates. For Christian Science nurses, this should be documented in a Statement of Understanding or contract that explains your daily or hourly rate, travel reimbursement, and any other charges related to your work on the case. This should be signed by both you and the patient (or personal representative).

All the Way

The NFCSN is intended to support quick and whole healing, and we are committed to supporting the patient as the complete healing takes place. As an expression of that support, the grant may be renewed. However, the renewal is not automatic. Every other month, the patient or his personal rep must complete a Renewal Request for the NFCSN to continue making payments on invoices.

The Renewal Request is a brief online form that asks if there are any changes to contact information or the financial situation. Most importantly, it asks for a brief progress report. Experience tells us that we tend to see what we look for, so every other month we ask about progress, and this is required before we will pay on the grant. In this small way, we hope to support the work that you are doing daily.

Making Payment

We process grant payments via the following methods:

- **Direct Deposit (ACH).** This is the preferred method because it is the most cost-effective and secure. Regardless of where you are located, funds show up automatically in your checking or savings account in 2-3 business days after the direct deposit has been initiated.
- **PayPal.** This is an equally quick and easy option for us to use, but there may be fees on your end.
- **Check.** This is becoming less and less desirable, primarily because of the frequency with which checks seem to be getting lost or delayed in the mail. If you choose this option, please keep in mind that cutting a check takes an additional day or two on our end, and once the check is in the mail, it will often be another 5 days or more before the check is delivered.

Accompanying the payment will be an email or letter identifying who the patient is either by invoice number or patient name and invoice date.

Please note that although some Christian Science nurses invoice weekly, we can only process invoices on a **bi-weekly or monthly basis**.

Payment Delays

There are typically three reasons that grant payments from the NFCSN are delayed:

- The patient or personal rep has not completed a Renewal Request when one is needed. We send a reminder email a few days before a Renewal Request is due.
- We do not have a W-9 on file. If we have an invoice from you and no W-9, we'll let you know.
- The invoice is incomplete (e.g., missing dates) or incorrect (e.g., math errors). Depending on the specific problem, we will return the invoice to either you or the patient with an explanation.

Travel Policy

The NFCSN grant may include a provision for travel for the Christian Science nurse or practitioner. Travel provisions are situation- and provider-specific and are not automatic. If you have questions about whether the patient's grant includes travel for the service that you are providing, please give us a call. When included, our travel policy is generally as follows:

- Local travel (if driving one's own car): Mileage reimbursement of up to 60 cents/mile. Tolls and parking are also reimbursable with receipts. Travel time up to \$20/hour (rounded to the nearest quarter hour) is billable by visiting and private duty CS nurses whose round-trip driving time is at least one hour to and from a job with fewer than six (6) billable CS nursing hours.

- Local travel using public transportation (bus, subway, train): With receipts, fares are reimbursable; travel time is not.
- Local travel using on-call transportation (Uber, Lyft, shuttle, or taxi service): Fares for on-call transportation will be reimbursed with receipts for the fare paid, or at a rate of 60 cents/mile, whichever is less.
- Long distance or overnight travel (by car if driving oneself): 60 cents/mile up to a maximum of \$600. Tolls and parking are reimbursable with receipts. Travel time, meals, and lodging are not reimbursable.
- Long distance or overnight travel (by air or train): Coach fare, baggage fees, shuttles or other on-call transportation, and parking are reimbursable with receipts after travel is completed. Travel time, meals, and lodging are not reimbursable.

Reimbursement for Christian Science Nursing Care Supplies

When Christian Science nursing care takes place in the patient's home, a grant may include a provision to help pay toward the cost of nursing care supplies (such as bandages), fees for rental nursing equipment (such as an adjustable bed), and modest home modifications (such as grab bars). NFCSN pays suppliers directly whenever practicable. With proper documentation and reasonable efforts to demonstrate economy, expenses paid for by grant recipients or Christian Science nurses may be reimbursed as follows:

- Reimbursement for supplies:
 - When paid for by the patient, receipts are required for reimbursement.
 - If paid for by the Christian Science nurse and itemized on the invoice, receipts should be available on request.
- Reimbursement for equipment purchase/rental and home modifications:
 - Receipts are required regardless of who makes the purchase.
 - Prior approval based on at least two estimates is usually required.

If you would like to know more about the NFCSN—its scope, history, relation to The Mother Church and other Christian Science organizations—please visit our website at www.nfcsn.org or feel free to give us a call at 816.759.5440. We look forward to working together!

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