

PAYMENT OF INVOICES
for
***JOURNAL-LISTED CHRISTIAN SCIENCE NURSES and
JOURNAL-LISTED CHRISTIAN SCIENCE PRACTITIONERS****

* Please note that NFCSN grant funds cannot be applied to the cost of care provided by a private-duty, non-*Journal*-listed Christian Science nurse or a non-*Journal*-listed Christian Science practitioner.

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.

Patient-Centered Approach

It is the patient who must apply for a grant from NFCSN. 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 grant from NFCSN. Because grants are awarded to those seeking healing in Christian Science, the grantee must be receiving daily Christian Science treatment from a *Journal*-listed Christian Science practitioner while receiving NFCSN funding, even if the CS nursing care is only occasional.

Grant Payments

NFCSN grants are provided to pay a portion, but not the whole, of grantees' Christian Science nursing care costs. Every grant award explains what portion of the total costs the grant will cover and what costs will remain for the grantee to pay.

NFCSN grants are typically structured as follows:

- Payment of **one half** of invoiced CS practitioner treatment fees, up to \$_/day with a required patient contribution of the other half
- Payment of up to \$_/hour and \$_/day for CS nursing fees less a required patient contribution of \$_/month
- Any remaining balances above and beyond the hourly, daily, and monthly limits assigned are also the grantee's responsibility.

Required Patient Contributions

The amount of the required patient contribution is based on our assessment of the patient's ability to pay. It is our hope that 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. To avoid potential misunderstandings over charges, we encourage you to be clear about your rates, especially those that will exceed the grant limits, as the patient may need benevolence from you or from other sources to cover these overages.

Christian Science nurses should document in a **Letter of Agreement** or contract your daily or hourly rates, any travel reimbursements you will require, and any other charges related to your work on the case. This should be signed by both you and the patient (or personal representative).

Please note that NFCSN grants do not cover the cost of Christian Science nurse travel or any equipment or supplies you provide to the patient. For this reason, you will need to negotiate any non-covered charges with the patient **before** beginning your work to ensure that the patient has the means to fulfill the payment obligation for these additional charges on his/her own.

What We Need from You

NFCSN grants pay toward a grantee's monthly Christian Science nursing care invoices, including related monthly Christian Science practitioner invoices. When we have accurate, complete invoices, we typically process grant payments promptly after receiving invoices from grant recipients. You can expect to receive payments from us approximately 5-10 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. 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.*
2. If you choose to be paid electronically, complete the Direct Deposit Authorization form, also available at nfcsn.org/tools.

* 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.

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 are deposited automatically into your checking or savings account in 1 to 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 processing a check payment can take an additional week 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 check stub 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**.

All the Way

NFCSN is intended to support quick and whole healing, and we are committed to supporting the patient as the healing unfolds. As an expression of that support, the grant may be renewed. However, the renewal is not automatic. Grants are awarded for three-month periods. If a grant continues to be needed beyond that time frame, the patient or his/her personal representative must complete a Renewal Request for 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 quarter 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.

Payment Delays

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

1. The patient or personal rep has not completed a Renewal Request when one is needed. We send a reminder email before a Renewal Request is due.
2. 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.
3. The invoice is incomplete (e.g., missing dates) or incorrect (e.g., math errors). We cannot process incomplete or inaccurate invoices and will return them either to you or the patient with an explanation.

If you would like to know more about 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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