

Title:

Guidelines for National Health Insurance Insurer to Handle Charity Donations (February 27, 2013)

- I. The National Health Insurance Insurer (hereinafter referred to as the Insurer) established these Guidelines to accept charity donations to assist economically disadvantaged people who are unable to pay the NHI-related payments in obtaining appropriate medical care.
- II. The Insurer shall establish dedicated accounts for handling charity donations by collection and payment.
- III. Acceptance of donations shall be processed in accordance with the following procedures:
  1. Charity donations shall mainly originate from unsolicited donations made by affiliated personnel or external sources.
  2. When accepting donations, the Insurer shall produce and issue receipts in accordance with relevant regulations.
  3. Each charity donation shall be accessed in principle by the respective regional division of the Insurer. Donations that do not designate a regional division for access shall be allocated to each regional division by the financial analysis division of the Insurer.
  4. When necessary, the Insurer may make the circumstances of donations public.
- IV. Principle and scope of charity donation beneficiaries
  1. Economically disadvantaged people who are unable to pay the NHI-related payments and request assistance shall take priority in receiving assistance with installment payment plans, relief loans, or shall be referral to premium assistance from public interest groups. Dedicated accounts shall only be accessed to assist with NHI-related payments in cases whose difficulties cannot be solved through the aforementioned methods.
  2. The scope of assistance with payments provided by dedicated accounts are limited to NHI-related payments, including the premium, overdue charge, interest, co-payment, and NHI card production fee as specified in the National Health Insurance Act.
- V. Personal application and subsidy method
  1. When accepting a personal application, the regional divisions of the Insurer shall

compile relevant information of the personal applicant (format of the records may be designed based on the nature of each regional division's business), and arrange telephone or in-person visits according to the circumstances, before determining the scope and amount of subsidy.

2. After the application is approved, the dedicated account shall pay the NHI-related payments on the applicant's behalf, and retain the payment receipts (if the original copies have been submitted, the photocopies shall be retained) for future reference.

- VI. Each regional division of the Insurer shall produce monthly reports on the circumstances of dedicated account usage for future inspection. Outcome reports shall also be produced, compiled, and submitted to the competent authority for future reference within one month after the end of year.