



## Disaster Relief Program

The following guidelines are designed to facilitate the administration of the Disaster Relief Program under the auspices of the North Carolina Medical Society Foundation (NCMSF). These guidelines shall govern all applications for, and approval of, all disaster financial assistance arranged through the North Carolina Medical Society Foundation. The NCMS Foundation Board of Trustees may amend these guidelines at its sole discretion.

**General Purpose:** The purpose of the NCMSF Disaster Relief Program is to reestablish the delivery of medical care to areas of North Carolina affected by disasters by providing financial assistance to physician and physician assistant practices that have been damaged by such disasters to help restore their medical practice.

**Responsibility for the Program:** The Trustees of the NCMSF shall have the responsibility for administration of the NCMSF Disaster Relief Program. The awarding of assistance monies is at the sole discretion of the Trustees and is not a right or entitlement of the applicant. Awards are funded through charitable contributions and earnings on funds held.

**Fundraising:** The NCMSF may, at its discretion, conduct a campaign or other fundraising activities to solicit monies in order to allow it to conduct the Disaster Relief Program. The NCMSF may at any time suspend any or all assistance activity when, in the opinion of the Trustees, there are insufficient monies available to continue specific program activity, or when in the opinion of counsel, continuation of the activity may jeopardize the ability of the NCMSF to retain a tax exemption under section 501(c)(3) of the Internal Revenue Code. The NCMSF may, at the discretion of the Trustees, make charitable awards for disaster recovery to other section 501(c)(3) medical-related organizations.

**Eligibility Requirements and Definitions:** Any application for disaster financial assistance that does not meet all of the stated eligibility criteria will be denied.

Applicants to the NCMSF Disaster Relief Program:

- a) must be a physician or physician assistant licensed and practicing in the state of North Carolina;
- b) are not required to be members of the North Carolina Medical Society in order for the medical practice to be eligible for receipt of monies;
- d) may submit amendments to previously submitted applications should additional information become available.

Applicants to the NCMSF Disaster Relief Program may NOT be:

- a) current officers, trustees, or employees of the NCMSF, or their spouses, dependent children or parents;
- b) current officers, directors, trustees, or employees of the North Carolina Medical Society or their spouses, dependent children, or parents.

Criteria for determining eligibility for assistance under the NCMSF Disaster Relief Program include meeting all of the following:

- a) As a result of the “disaster,” as defined below, the applicant must show that he/she suffered damage to the medical practice that is not covered by insurance or other third party source of reimbursement or funding.
- b) The applicant must show that his/her uninsured or non-reimbursable damages to the medical practice have interrupted the delivery of medical care.

The following definitions apply in determining eligibility:

- a) Physician: “Physician” means those licensed under Article 1, Chapter 90 of the North Carolina General Statutes and 1) whose permanent address is in North Carolina; 2) currently holds a valid medical license to practice in North Carolina; and 3) is in active medical practice in North Carolina and is planning to restore/rebuild their damaged practice in NC.
- b) Physician Assistant: “Physician Assistant” means those licensed under Article 1, Chapter 90 of the North Carolina General Statutes and 1) whose permanent address is in North Carolina; 2) currently holds a valid medical license to practice in North Carolina; and 3) is in active medical practice in North Carolina and is planning to restore/rebuild their damaged practice in NC.
- c) Affected Disaster Area: “Affected Disaster Area” means a state and/or federally designated disaster area or areas as determined by the Trustees.
- d) Disaster: A “disaster” is defined as a sudden occurrence which inflicts catastrophic damage to a geographic area and/or which generally affects a large number of individuals. Disasters can be both natural and caused by human conduct. Examples include, but are not limited to: civil disorders (excluding acts of war), explosions, fires, tornadoes, earthquakes, floods, tidal waves, forest fires and hurricanes.

**Eligible Use of Funds:** Permitted uses of funds include, but are not limited to the following, to the extent such expenses are not covered by insurance or other available sources of funding—

- a) relocating or rehabilitating the medical practice, obtaining replacement equipment, rebuilding patient records, and aiding staff;

b) payment of temporary operating expenses, including rent for temporary offices and other working capital requirements.

**Distribution of Funds and Accountability:** Financial assistance monies will be disbursed to the affected medical practice, and the physician/physician assistant applicant is responsible for expending funds for purposes outlined in the application. The applicant will attest to accepting this responsibility in the application.

The physician/physician assistant applicant will notify the NCMSF when the affected practice is operational. Within six months of completion of restoration of the medical practice, the applicant shall submit an accounting of expenditures and up to 10 photos of the restored, rehabilitated or relocated practice.

**Application Review:** The Trustees of the NCMSF shall be the sole authority for accepting and denying applications. A committee of the Trustees will review assistance requests and recommend appropriate action to the Trustees.

**Guidelines Used in Reviewing Applications:** The Trustees will use the following guidelines, and others as deemed necessary, in the review of applications:

- a) No information shall be sought from applicants to ascertain their status as a member or non-member of the NCMS, and no consideration will be given to such membership status in evaluating applications;
- b) All applicants authorize the Trustees to make such inquiries as may be necessary to independently verify the accuracy of any of the submitted application information, if needed;
- c) Assistance will be awarded on a non-discriminatory basis.

**Timeframe for Application and Awarding of Assistance:** Since the purpose of this assistance is to give a measure of immediate or proximate assistance, all requests for such financial assistance shall be made within a reasonable time frame from the date of the disaster.

Applications will be reviewed and acted upon in a timely manner.

**Procedures for Applying and Processing:** Applicants may:

- a) Download the application via the NC Medical Society website at [www.ncmedsoc.org/disasterrelief](http://www.ncmedsoc.org/disasterrelief)
- b) Contact the NC Medical Society Solutions Center at (800) 733-1350 or (919) 833-3836 for an application.

Upon receipt of the application, the Trustees shall determine and attest that:

- a) In its judgment, a disaster did occur under the definition provided in these rules
- b) The applicant suffered damages
- c) The damages appear to be commensurate with the requested claim. This may require a visual inspection by Trustees or staff of the NCMSF or NCMS.
- d) The application form is signed by the applicant.

Eligibility is determined on a case-by-case basis after evaluating the application.

Completed applications, along with requested attachments, may be returned via mail, fax, or email to:

**MAIL**

North Carolina Medical Society Foundation  
Disaster Relief Program  
PO Box 27167  
Raleigh, NC 27601

**FAX**

(919) 833-2023

**Email**

Belinda McKoy at [bmckoy@ncmedsoc.org](mailto:bmckoy@ncmedsoc.org)

**Term of Award:** Financial assistance for disaster relief shall be offered only once per medical practice per disaster as defined in these rules. A physician or physician applicant may submit more than one application per disaster as defined in these rules.

**Amount of the Assistance:** The assistance amount for any disaster applicant shall be determined at the discretion of the Trustees based on applicant needs and the funds available, but generally shall not exceed \$10,000. Additional funds may be available depending upon unique circumstances.

**NCMSF Records:** The NCMSF will maintain the following documents to demonstrate each applicant's needs for assistance:

- a) a completed confidential application;
- b) a roster of recipients who were recommended by the committee appointed by the Trustees to review and recommend recipients;
- c) the name and address of each recipient and a description of any relationship, should it exist, between a recipient and any member of the committee or Trustees;

d) the date of the meeting and committee members present when the assistance was recommended.