**PHILIPS RS NORTH AMERICA LLC**

**PATIENT ASSISTANCE PROGRAM PROCEDURE**

## I. Purpose:

This Procedure establishes the Philips RS North America Patient Assistance Program ("Program"), which supports financially needy patients who could not otherwise afford therapy devices by donating devices to eligible patients. This Procedure is to ensure that all such donations comply with the policies and procedures of Philips RS North America LLC ("Company") and U.S. federal Anti-Kickback Statute, False Claims Act, and related U.S. laws and regulations.

## II. Scope and Responsibilities:

This Procedure applies to donations of devices to eligible patients by the Company, including both its business group and U.S. sales organization, and their officers, directors, and employees. This Procedure provides the process for managing and authorizing donations of equipment to financially needy patients.

## III. Definitions

**Centralized Arrangements Tracking System ("CATS"):** The databases that serve as the electronic repository for the Company's Focus Arrangements including signed agreements and supporting documentation.

**BiPAP**: BiLevel Positive Airway Pressure

**Patient Assistance Program Order Form**: A form used by the authorized DME to specify what equipment provided within the Patient Assistant Program is needed by the patient. This form is completed after the patient has completed a qualification process by the third party.

**Sales Enablement Director**: The leader of the Sales Enablement and Support Team, authorized to approve adjustments allowable within the Patient Assistant Program.

**Sales Enablement Specialist Team**: The team designated to process requests and documents related to the Patient Assistance Program and work directly with the third party to address all requests related to this program.

## IV. Procedure

A. Company will establish the patient eligibility requirements for the Program.

B. Company will retain a third party to manage the requests received for donation of devices to financially needy patients, following this general process:

1. Requests received by Customer Support directly from customers Durable Medical Equipment Provider ("DME") or patients are to be directed to the designated Patient Assistance Program 800 number managed by the third party.

2. To participate in the Program, a DME must have the Patient Assistance Program agreement in place with the Company. Company will provide the agreement template for this purpose.

3. The third party will determine if a DME has the required agreement in place, and if not direct the DME where to obtain the agreement. The Sales Enablement Specialist Team will forward the Patient Assistance Program Agreement to the DME and manage the approval, execution, and archiving of the agreement in accordance with RI-CPROC-002(b). Sales Enablement Specialist Team will notify the third party and DME when the agreement has been fully executed.
4. The third party will then forward the customer application to the DME.
5. DME will complete the customer application with the patient and submit back to the third-party Program administrator.
6. The third party will evaluate the eligibility of the applicant based on predetermined criteria from Philips the Company and determine if the patient is eligible to participate in the Program.
7. The third party will communicate any denial of an applicant to the applicant's DME. Patients may reapply after 1 year.
8. The third party will communicate acceptance of a patient's application to the DME and provide the DME a Patient Assistance Program Order Form to complete for the device the patient needs.
9. The DME will forward the completed Order Form to the Sales Enablement Specialist Team, who will forward the Order Form to Respironics.homecare.customerservice@philips.com.

C. Company will determine the products which are part of the Program from time-to-time, based on the following:
1. Refurbished units will be provided under this Program. If refurbished product is not available, Sales Operations may authorize use of a new product to fulfill a request.
2. Equipment will be limited to the following with quarterly maximums as stated below

| | | |
|---|---|---|
| a) | CPAP Pro | 200/quarter |
| b) | CPAP Auto | 100/quarter |
| c) | BiPAP Auto | 50/quarter |
| d) | BiPAP Auto SV | 20/quarter |
| e) | Trilogy100 Ventilator | 1/quarter |
| f) | Trilogy EVO Ventilator | 1/quarter |

3. If a refurbished unit is not available and Sales Operations does not authorize a new unit be used, requests may still be accepted and approved, but shipment will not take place until product becomes available. Company will notify the third party when products are not available under the Program.
4. Company will provide CPAP ("Continuous Positive Airway Pressure") Units with blower and power supply. The patient's DME must provide tubing and humidifiers/chambers pursuant to the terms of Patient Assistance Program Agreement. Bags and heated circuit

will not be a part of the Program. Company will pay shipping costs for the items it provides.

5. Company may temporarily suspend or terminate the Program for any reason. Sales Operations will communicate any Program suspensions and Program termination to the third-party Program administrator and sales.
6. Requests for items not listed in this Procedure as included in the Program, such as Cough Assist, AVAPS, and Trilogy, must be directed to Director of Sales Enablement for consideration based on product availability, cost, and other such business factors.

D. DME's requesting participation in the program must have a current sales purchase customer agreement on file.

## V. References

RI-CPROC-002(b) Centralized Arrangements Tracking System SharePoint Procedure

Philips Policy on Interactions with United States Healthcare Providers and Professionals