

## Template for CEO/CFO Certification Letter

[DATE]

### **VIA USPS AND EMAIL**

Anthony Keck, Director  
SCDHHS  
P.O. Box 8206  
Columbia, SC 29202  
[proviso@scdhhs.gov](mailto:proviso@scdhhs.gov)

Dear Mr. Keck:

Pursuant to Section VII.D.2 of Attachment 4.19-A of the South Carolina State Plan, as [CEO or CFO] of [HOSPITAL NAME], I hereby certify that [HOSPITAL NAME] has policies and procedures in place to comply with [the South Carolina Department of Health and Human Services (SCDHHS) recommended workflow for uninsured patients OR the alternative workflow for uninsured patients approved by SCDHHS on [DATE]].

Sincerely yours,

[HOSPITAL CEO OR CFO NAME]  
On behalf of [HOSPITAL NAME]