

Amategeko Agena Ibisabwa kugira ngo Umuntu yemererwe Imfashanyo y'Amafaranga

Aya mategeko areba ibikorwa byose by'ubuvuzi bikorerwa muri Serivisi Zita ku Buzima bwo mu Mutwe za Pine Rest Christian (Pine Rest) n'abakozi bose batanga serivisi z'ubuzima bakorera Pine Rest.

Itariki Azatangiriraho Kubahirizwa: Itariki ya 1 Gicurasi 2018

Inyandiko Imenyeshya Ukutavangura: Pine Rest yubahiriza amategeko yose yashyizweho arebana n'uburenganzira umwenezi yemerewe mu gihugu kandi ntivangura igendeye ku bwoko, ku ibara ry'uruho, ku gihugu k'inkomoko, ku myaka, ku bumuga umuntu agendana, cyangwa ku gitsina. Pine Rest nta muntu iheza cyangwa ifata ku buryo butandukanye n'ubwo abandi kubera ubwoko bwe, ibara ry'uruho, igihugu umuntu akomokamo, imyaka, ubumuga umuntu agendana, cyangwa igitsina. Soma [Umugereka A](#) kubireba inyandiko yuzuye irwanya ivangura kimwe no kubonera umuntu uburyo bwo kumufasha mu rurimi yumva.

I. Ikigambiriwe

Ikigambiriwe muri aya mategeko ni ukwerekana inzira ikurikizwa mu gufata ikemezo cyumvikana ku birebana n'ibisabwa kugira ngo umuntu yemererwe guhabwa imfashanyo y'amafaranga muri Pine Rest; mu kumenyeshya abarwayi na rubanda ko hari imfashanyo y'amafaranga iboneka; no kureba neza ko iyo mirongo ngenderwaho ikurikizwa ku basaba imfashanyo y'amafaranga, hatitawe aho Pine Rest iherereye aho serivisi ihabwa umurwayi itangirwa.

II. Inshingano

Aya Mategeko Pine Rest Igenderaho Agena Ibisabwa kugira ngo Umuntu Yemererwe Guhabwa Imfashanyo y'Amafaranga yubahirizwa n'abakozi babikwiye ba Pine Rest bashyizweho nk'uko bishimangirwa n'uburyo bukurikiza bikorwamo.

III. Filozofi

Filozofi ya Pine Rest ni ugutanga serivisi z'ubuvuzi bw'imyitwarire zifite ireme ku bantu bose batugana basaba ubufasha. Igikenewe mu buvuzi kizemezwa n'utanga serivisi z'ubuvuzi. Kwemeza ko imfashanyo y'amafaranga ihabwa umuntu ukeneye imfashanyo y'amafaranga ku buryo buhobora gusobanurwa kandi igatangwa mu bufatanye n'umurwayi/umwishingiye. Abarwayi bose/ababishingiye bandika basaba imfashanyo y'amafaranga bafatwa kimwe mu buryo bahabwa imfashanyo y'amafaranga hatitawe ku wishyura w'ibanze.

IV. Amategeko Agenga Itangwa ry'Ubuuvuzi Bwihutirwa

Pine Rest iha ubuvuzi abantu bafite uburwayi bwihutirwa, nta kuvangura, hatitawe ku bushobozi bwabo bwo kwishyura cyangwa ku kuba bujuje ibisabwa ngo bahabwe imfashanyo y'amafaranga. Pine Rest ntizigera ikora ibikorwa byo guca intege abantu ibabuza gusaba ubuvuzi bwihutirwa, kandi, kubera iyo mpamvu, ubuvuzi bwihutirwa buzatangwa ntawe ubyivanzemo biturutse ku kwishyura ideni cyangwa gusaba kwishyura mbere serivisi mbere yo kuvurwa.

V. Amategeko

A. Mu ncamake

1. Mbere yo gusaba imfashanyo y'amafaranga, umurwayi/umwishingizi na Pine Rest bazabanza bashakishe uburyo bundi bushoboka bwo kwishyura.
2. Gusaba kwishyurwa amafaranga yose uko yakabaye ya serivisi zatanzwe biri mu mategeko Pine Rest igenderaho.
3. Abarwayi/abishingizi bagaragaye ko nta bushobozi bw'amafaranga bafite, cyangwa Pine Rest yasanze nta bushobozi bw'amafaranga bafite ku buryo bugaragara, bazoherezwa ku bakozi babigenewe kugira ngo babagenzure, nk'uko bikorwa. Ubwo ni bwo abakozi ba Pine Rest bashobora gutangiza igikorwa cyo gusaba imfashanyo y'amafaranga niba bisobanutse ko nta bushobozi bwo kwishyura buhari. Umurwayi/umwishingizi bashobora gusabwa kuzuza ifishi isaba imfashanyo y'amafaranga. Raporo irebana n'amadeni usaba asanganywe igomba gutangwa kugira ngo hagenzurwe amakuru yatanzwe ku ifishi isaba, ariko ntizagenderwaho mu gufata ikemezo mu kureba ko uwo muntu yujuje ibisabwa kugira ngo yemererwe imfashanyo y'amafaranga. Ibice cyangwa igikorwa cyose cyo gusaba imfashanyo y'amafaranga bishobora gukurwaho ku barwayi/bishingizi bamwe na bamwe byigaragaza ko bujuje ibisabwa ngo bahabwe imfashanyo kandi bakagenzurwa nyuma, bitanyuranyije n'amategeko n'inzira byubahirizwa na Pine Rest. Urugero ni abantu batagira aho bataha cyangwa bapfuye nta mutungo basize.
4. Niba, mu bisubizo bivuye mu gikorwa cyo gusuzuma ubusabe bw'imfashanyo y'amafaranga, ibisabwa kugira ngo umurwayi afashwe bituzuye, umurwayi/umwishingizi bagirwa inama yo kumvikana ku buryo ubwishyu bwaboneka bakurikije amategeko Pine Rest igenderaho mu [Guha Inyemezabuguzi Umurwayi no Kwishyura Amadeni](#) n'uburyo bikorwamo, ari bwo bwifashishwa kugira ngo umurwayi/umwishingizi bashobore kwemererwa kugabanyirizwa n'cyangwa ubundi buryo bwo kwishyura nko kwishyura kare ariko ukagabanirizwa cyangwa gukora gahunda yo kwishyura mu byiciro.
5. Niba bigaragara ko imirongo ngenderwaho irebana n'ingorane zo kwishyura ishobora gukurikizwa, umurwayi/umwishingizi ashobora gusabwa gutanga inyandiko zibishyigikira kandi inyandiko isaba izatangira gusuzumwa ibigendeyeho.
6. Konti y'umurwayi izashyigikirwa n'inyandiko z'ibyavuye mu kemezo cyafashwe. Imbaraga zumvikana zizashyirwamo mu kumenyeshya umurwayi/umwishingizi mu nyandiko ikemezo cyafashwe (harimo, mu gihe byakorwa, imfashanyo umuntu yemerewe guhabwa) n'impamvu zagendewehe mu gufata ikemezo.
7. Inyandiko zose z'ibyemezo n'izashyigikiye ubusabe barazigumana hakurikijwe amategeko yubahirizwa mu kugumana inyandiko.

B. Inkomoko z'Ubundi Bwishyu

Mbere yo gusaba imfashanyo y'amafaranga, umurwayi/umwishingizi na Pine Rest babanza gushakisha uburyo bundi bushoboka bwo kubona ubwishyu harimo na Medicaid no kwiandikisha mu Bwishingizi bwo kwivuza umuntu ubwe yirihira (Health Insurance Exchanges). Pine Rest yihariye uburenganzira bwo gukora iperereza, kugenzura, kugirana ikiganiro no gusaba ihagarikwa ry':

1. Ibyo ugenerwa byose bikomoka ku bundi bwishingizi;
2. Ibyo ugenerwa byose bivuye muri Leta cyangwa muri porogaramu y'imfashanyo ya

Leta umurwayi/umwishingizi yakwemererwa guhabwa;

3. Ibyo ugenerwa byose bivuye mu miryango y'abagiraneza; na/cyangwa mu
4. Urubanza rutaraburanishwa.

Imfashanyo y'amafaranga ni uburyo bwo gushakira igisubizo ikibazo cy'amafaranga bwitabazwa ari uko ubundi bwose bwanze. Bityo rero, umurwayi/umwishingizi bagomba kuzuzwa inshingano zabo zose ziri muri porogaramu iyo ari yo yose yavuzwe hejuru cyangwa agakoresha umutungo bwite afite mbere y'uko asaba kwemererwa imfashanyo y'amafaranga. Umurwayi/umwishingizi adatanze amakuru asabwa cyangwa ngo yitabire imwe muri izi porogaramu zavuzwe hejuru bishobora kumuviramo kwangirwa guhabwa imfashanyo y'amafaranga.

C. Ukuboneka kw'Imfashanyo y'Amafaranga

Pine Rest yafashe ibyemezo byo kumenyeshya abarwayi na rubanda ibyerekeranye no kuboneka kw'imfashanyo. Mu buryo bwifashishwa mu kumenyeshya harimo amakuru atangirwa mu biro bishinzwe kwakira abarwayi bashya, mu byumba abantu bategerezamo n'ahandi hantu rusange abantu baturira, kimwe no mu makuru atangazwa ku rubuga rwa enterinete rwa Pine Rest. Byongeye, Pine Rest itanga inshamake yanditse mu rurimi rworoshye y'Amategeko Agena Ibisabwa kugira ngo Umuntu Yemererwe Guhabwa Imfashanyo y'Amafaranga nka kimwe mu bice bigize igikorwa cyo kwandika umurwayi mushya na/cyangwa kumusezerera, kimwe no guha abantu ubufasha mu igikorwa cyo kuzuzwa ifishi isaba.

Abarwayi bamenyeshwa Amategeko Agena Ibisabwa kugira ngo Umuntu Yemererwe Guhabwa Imfashanyo y'Amafaranga mu nyandiko zibasaba kwishyura mu gihe byibura kingana n'iminsi 120 uherye ku itariki fagitire ya mbere yishyuriwe. Amafaranga umurwayi ashigaje kwishyura ashobora gusuzumwa niba yaba yujuje ibisabwa kugira ngo abe yahinduka imfashanyo hashize byibura iminsi 240 uherye ku itariki fagitire ya mbere yishyuriwe ("Igihe cyo Gusaba"). Niba Pine Rest yakiriye ifishi isaba imfashanyo y'amafaranga mu Gihe Cyagenewe Gusaba, ifishi yaba yuzuye cyangwa ituzuye, isubika igikorwa cyo kwishyura kugeza igihe ikemezo kirebana n'itangwa ry'imfashanyo y'amafaranga gifatiwe.

D. Kugaragaza Imfashanyo y'Amafaranga iyo ari yo n'Inzira Ikurikizwa mu Gusaba

Intego y'igikorwa cyo kureba niba ibisabwa byuzuye kugira ngo umuntu yemererwe guhabwa imfashanyo y'amafaranga ni ukwemeza ubushobozi bwo kwishyura umurwayi/umwishingizi afite. Kopi y'Amategeko Agena Ibisabwa, kimwe n'iyi [fishi ikoreshe mu gusaba](#) hamwe [n'inshamake iri mu rurimi rworoshye y'aya mategeko](#), biboneka ku mbuga z'ivuriro rya Pine Rest kuri <https://pinerest.org/about-us/financial-assistance>, cyangwa ugahamagara nomero (616) 455-5019 cyangwa ukoherereza imeri umujyana mu by'umutungo w'amafaranga kuri aderesi ya patientaccounts@pinerest.org. Buri muntu ashobora gusabwa kuzuzwa ifishi yo gusaba imfashanyo y'amafaranga kandi agatanga amakuru Pine Rest yasabye nka kimwe mu bigize ifishi isaba. Pine Rest yemeza imfashanyo y'amafarangaishingiye ku mirongo ngenderwaho igaragaza ingorane mu birebana n'imari zashyizwe imbere muri aya mategeko.

E. Inyandiko Zishyigikira Ibirebana n'Imari

Pine Rest ishobora gusaba kopi za suche za sheki z'umushahara, inyandiko z'amafaranga y'umusoro washubijwe n'indi nyandiko iyo ari yo yose y'amafaranga winjije n'ahandi hamwe no kugenzura ahantu hose amafaranga aturuka. Ikoranabuhanga rishobora kwifashishwa

mu kumenya gufasha hakiri kare no gutahura neza abarwayi bujuje ibisabwa kugira ngo bahabwe imfashanyo cyangwa gutuma igikorwa cyo kubona amakuru akenewe kikora ubwacyo no gusesengura ubushobozi bwo kwishyura. Abasaba bashobora gusabwa gufasha no gukorana mu gusaba ibikenewe mu bundi bwishingizi, Leta, igihugu cyangwa mu zindi porogaramu z'abagiraneza zavuzwe mbere.

F. Ibisabwa mu Mirongo Ngenderwaho byerekeranye n'Ingorane zo Kubura Amafaranga y'ubwishyu

Mu kwemeza ko umuntu yujuje ibisabwa kugira ngo ahabwe imfashanyo y'amafaranga, Pine Rest isuzuma ubushobozi bw'umurwayi/umwishingizi bwo kwishyura Pine Rest serivisi zisabwa cyangwa zatanzwe mbere.

Pine Rest isuzuma amakuru akurikira:

1. Amafaranga yinjiza
2. Umutungo wose uko wakabaye
3. Urwego rw'akazi ariho
4. Ibindi asabwa kwishyura
5. Umubare w'amafaranga n'inshuro fagitire z'ubuvuzi ahabwa zigenda zigaruka

Raporo y'uko amadeni yishyurwa igomba gutangwa kugira ngo ayo makuru agire agaciro. Pine Rest yifashisha Imirongo Igihugu cya Leta Zunze Ubumwe z'Amerika Kigenderaho mu kugena Urwego rw'Ubukene nk'impamvu shingiro y'ibisabwa birebana n'amafaranga umuntu yinjiza kugira ngo yemererwe. Kugabanyirizwa kugera ku 100% umuntu abyemererwa bitewe n'amafaranga yose abo mu rugo binjiza ku bafite amafaranga binjiza angana cyangwa ari muni ya 250% avugwa mu Mirongo Ngenderwaho y'Urwego rw'Ubukene mu Gihugu. Impapuro zirebana n'amafaranga abo mu rugo rw'umurwayi/umwishingizi binjiza zishobora na zo gukenerwa, atari ugushaka guha inshingano undi muntu, ahubwo ari ukugira ngo hemezwe uburyo bigira ingaruka ku buryo butaziguye ku miterere y'umutungo w'amafaranga usaba imfashanyo atunze. Urugo, nk'uko rusobanurwa n'ibiro bya Leta Zunze Ubumwe Bishinzwe Ibarura, ni itsinda ry'abantu babiri cyangwa barenga bagize umuryango bafitanye isano, biturutse mu kubyara, mu gushyingirwa, mu kurerwa, cyangwa mu bundi buryo, babana (abantu badafitanye isano, nk'abasangiye inzu, ntibabarwa); abantu bose bafitanye isano baba mu rugo rumwe bafatwa nk'abagize urugo. Pine Rest ntifata abantu baba mu nzu imwe ariko batandukanye nk'abibumbiye mu rugo rumwe. Kubana igihe gito biturutse ku mpamvu z'uburwayi nabyo ntibabarwa. Amateka umurwayi yagize mu kwivuza, imyitwarire ya na/cyangwa amateka mu mibanire ye n'abandi ntibizagenderwaho mu busuzuma ubushobozi bwe bwo kwishyura.

G. Gusanisha

Kugira ngo twizere ko ishyirwa mu bikorwa ry'aya mategeko risa kuri bose muri Pine Rest, ibi bikurikira bireba ibikorwa byose bikorerwa mu nyubako za Pine Rest:

1. Amafaranga yose yishyuzwa yandikwa kuri konti y'umurwayi hakurikijwe inzira zisanzwe zo kurihisha. Nubwo amafaranga yose yishyuzwa ashingira ku itangwa rya fagitire no ku nyandiko zishyuzwa nta kujya ku ruhande y'ikigamijwe, ibiguzi (si amafaranga acibwa) kimwe n'ingengabihe y'amafaranga arihwa na Medicare niba ahari, izaba ari yo serivisi itanga amakuru bwa mbere kugira ngo habarwe imfashanyo y'amafaranga.

2. Ntabwo serivisi ntizahabwa “kode nto” kugira ngo zibarwe ku giciro gito.
3. “Kutishyuzwa serivisi zimwe na zimwe” ntibizakoreshwa.
4. Pine Rest ntivangura ishingiyeye ku bwoko, ku ibara, ku gihugu k’inkomoko, ku bwenegihugu, ku gitsina, ku idini, ku myaka, ku bumuga, ku bitekerezo bya politike, kuba uri umutinganyi, ku ba warashatse no ku rwego rw’umuryango.
5. Abarwayi bujuje ibisabwa muri aya mategeko kandi bemerewe guhabwa imfashanyo y’amafaranga baba bemerewe guhabwa ubuvuzi bwihutirwa cyangwa ubuvuzi bukenewe mu gihe ubusabe bwabo butegereje kwemerwa kigaragazwa mu Kiciro cya 6.9. Kubera ko Pine Rest nta mafaranga irihisha abarwayi bemerewe guhabwa imfashanyo y’amafaranga hubahirijwe aya mategeko, Pine Rest yubahiriza byuzuye “umubare w’amafaranga yatangiye fagitire muri rusange” kandi atagera ku mafaranga acibwa mu bitaro by’imiryango y’abagiraneza.

H. Inzira Kwemera Ubusabe Bicamo

1. Ibyemezo byose birebana n’imfashanyo y’amafaranga bigomba kwemezwa n’abakozi babifitiye uburenganzira nk’uko bigaragazwa mu Mikorere yo Kwemerera Imfashanyo y’Amafaranga.
2. Inyandiko zishyigikira ubusabe zigomba guherekeza ijyanisha ry’imfashanyo y’amafaranga.

I. Igihe cyo Kwemezwa

Iyemezwa ryose ry’ubusabe bw’imfashanyo y’amafaranga rikozwe hakurikijwe Amategeko yo Kwemerera Imfashanyo y’Amafaranga ritangira gushyirwa mu bikorwa byibura nyuma y’iminsi 90 kandi nyuma y’aho haba hanarimo ubuvuzi bwihutirwa cyangwa bukenewe. Impinduka ibaye mu mitere y’imari cyangwa kongeramo undi muntu wemerewe kuriha ashobora gutuma igihe cyo kwemeza ubusabe gihinduka hagasbwa irindi suzuma nyuma.

J. Igikorwa cyo Kujurira

Abantu bangiwe guhabwa imfashanyo y’amafaranga hakurikijwe ingingo z’aya mategeko bashobora gusaba ko ikemezo gisubirwamo. Isubirwamo rikorerwa ku rwego rusumba urwafashe ikemezo. Ubujurire bugiye hejuru y’urwego rw’imicungire y’icungamutungo w’umurwayi bugezwa imbere y’itsinda ry’abayobozi ba Pine Rest senior batoranijwe n’umukozi mukuru ushinzwe icungamari muri Pine Rest Corporate cyangwa umukozi mukuru umusimbura yashyizeho.

K. Imbaraga zishyirwa mu kwishyuzwa umwenda mu gihe nta bwishyu bwabaye

Mu gihe umurwayi/umwishingizi atujuje ibisabwa ngo yemererwe guhabwa imfashanyo y’amafaranga hakurikijwe aya mategeko, ibikorwa byo kwishyuzwa bya Pine Rest bishobora gukorwa mu gihe nta bwishyu bubonetse bigasobanurwa mu gihe cyo [Guha Umurwayi Fagitire hamwe n’Amategeko Akurikizwa mu Kwishyuzwa](#). Kopi y’aya mategeko iboneka ku buntu ku mbuga zose za Pine Rest kuri <https://pinerest.org/about-us/financial-assistance> cyangwa uhamagaye kuri nomero (616) 455.5019 cyangwa ukohereza imeri kuri aderesi patientaccounts@pinerest.org. Inyandiko iri ukwayo izahabwa buri muntu byibura mbere y’iminsi 30 kugira ngo ibikorwa byo kwishyuzwa bitangire.

L. Ibishingirwaho mu Kubara Umubare w’Amafaranga Yishyuzwa muri Rusange

Pine Rest ikoresha uburyo bwo kureba inyuma ibyakozwe hashingiwe ku mafaranga yakwa

yemewe na Medicare amafaranga yakwa kuri buri serivisi mu gihe kibanziriza amezi cumi n'abiri kugira ngo hemezwe Umubara w'Amafaranga Yishyuzwa muri Rusange(AGB). Pine Rest ntiyishyuzwa cyangwa ngo ibe yiteze kwishyuzwa umubare w'amafaranga yose yaciwe umuntu wemerewe guhabwa imfashanyo y'amafaranga hubahirijwe Amategeko Agena Ibisabwa Kuzuzwa Kugira ngo Umuntu Yemererwe Guhabwa Imfashanyo y'Amafaranga.

VI. Isubirwamo

Pine Rest ifite uburenganzira bwo kwisubiraho, gukora ubugororangingo, guhindura cyangwa gukuraho aya mategeko igihe cyose nta nteguza. Isubirwamo byose biri ku mugereka w'aya mategeko byashyikirijwe Umukuru wa Konti z'Abarwayi.

VII. Gushyiraho Amategeko no Kuyemeza:

Nyir'Inyandiko:

Paul H. Karsten, Umucungamari Mukuru

Umuyobozi w'Inyandiko:

Andrea Schachow, Umukuru Ushinzwe Gucunga Konti z'Abarwayi

Uyemeza:

Mark Eastburg, Umuyobozi Mukuru

Umugereka A

Inyandiko Imenyeshya Ukutavangura:

Pine Rest yubahiriza amategeko yose yashyizweho arebana n'uburenganzira umwenegihugu yemerewe mu gihugu kandi ntivangura igendeye ku bwoko, ku ibara ry'uruho, ku gihugu k'inkomoko, ku myaka, ku bumuga umuntu agendana, cyangwa ku gitsina. Pine Rest nta muntu iheza cyangwa ifata ku buryo butandukanye n'ubwo abandi kubera ubwoko bwe, ibara ry'uruho, igihugu umuntu akomokamo, imyaka, ubumuga umuntu agendana, cyangwa igitsina.

Pine Rest:

- Itanga ibikoresho byifashishwa na serivisi ku buntu ku bantu bagendana ubumuga kugira ngo bibafashe kuvugana na twe, ndavuga nk':
 - Abasemuzi b'inzobere mu rurimi rw'amarenga
 - Amakuru yanditse mu yindi miterere (inyuguti nini, amajwi yafashwe, imiterere bishyikiraho ku buryo bwa elegitoronike, n'iyindi miterere)
- Itanga serivisi zirebana n'ururimi ku buntu ku bantu bafite urundi rurimi rwa mbere bavugaga rutari icyongereza, urugero bahabwa:
 - Abasemuzi b'inzobere
 - Amakuru yanditse mu zindi ndimi

Niba wemera ko Pine Rest itaguhaye izi serivisi cyangwa yagukoreye ivangura mu bundi buryo ishingiyeye ku bwoko, ku ibara, ku gihugu k'inkomoko, ku myaka, ku bumuga ugendana, ku gitsina, ushobora gushyikiriza ikirego gikubiyemo akababaro kawe:

Director, Patient Accounts (Umukuru, Konti z'Abarwayi)
517 36th Street
Grand Rapids, MI 49503
616-455-5019; ku buntu: 1-800-422-4215
patientaccounts@pinerest.org

Ushobora gutanga ikirego gikubiyemo akababaro kawe uhigereye ubwawe cyangwa ukifashisha ibaruwa yoherejwe mu iposita, fagisi cyangwa imeri. Niba ukeneye ubufasha kugira ngo ubashe gutanga ikirego gikubiyemo akababaro kawe, Umukuru wa Konti z'Abarwayi arahari kugira ngo abigufashemo.

Ushobora kandi gushyikiriza ikirego kirebana n'uburenganzira umuturage agenerwa n'amategeko Ishami ry'Amerika ryita ku buzima no kuri serivisi zifasha abatwaga, Ibiro by'Umuhuzabikorwa Ushinzwe Uburenganzira Umuturage Agenerwa n'Amategeko, mu buryo bwa elegitoronike biciye ku rubuga rw'ibiro by'Umuhuzabikorwa Ushinzwe Uburenganzira Umuturage Agenerwa n'Amategeko, ruboneka kuri <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, cyangwa ukifashisha aderesi y'iposita cyangwa telefoni:

U.S. Department of Health and Human Services
200 Independence Avenue SW, Room 509F, HHH Building
Washington, DC 20201
1-800-368-1019, 800-537-7697 (TDD).

Amafishi yo gutangiraho ikirego aboneka ku rubuga rwa <http://www.hhs.gov/ocr/office/file/index.html>.