

Healthcare Connect Fund Program

FCC Form 463 Invoicing for Service Providers

Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound
 - Turn on your computer’s speakers, or
 - Use the call-in instructions in your confirmation email
- All participants are on mute
- Submit questions at any time using the “Questions” box
- Slides will be posted to the training archive web page

Important Caveat

This is just a general overview and starting point for applicants.

- Every applicant's situation is different
- The presentation does not cover every program requirement
- The presentation does not cover requirements for service providers and consultants

It is essential to read the following documents carefully as you proceed through the planning and application process:

- Healthcare Connect Fund Order (FCC 12-150), located at <http://www.fcc.gov/encyclopedia/rural-health-care>,
- The Rural Health Care Program rules, 47 C.F.R. Section 54.600-680, located at <http://www.ecfr.gov>, and
- The Healthcare Connect Fund Program forms and instructions (FCC Forms 460-463), located at <http://www.usac.org/rhc/healthcare-connect/tools/forms/default.aspx>.

Consult the FCC and USAC websites for additional resources.

Today's Presenters

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Agenda

- FCC Form 463 Process
- Updating the FCC Form 498
- Reviewing and Certifying an FCC Form 463
- Disbursement Cycle
- Contacting the RHC team

Service Provider Webinar

FCC Form 463 Process

Overview

- HCP creates FCC Form 463 from an approved FCC Form 462
- FCC Form 463 automatically routed to service provider
- Service provider reviews the form
- Approve or reject
 - Approved: routed to USAC
 - Rejected: routed back to HCP for corrections
- USAC final review before payment to service provider

Service Provider Webinar

Updating the FCC Form 498

Common cause for inability to find FCC Form 463

- Block 15 of FCC Form 498 must be selected

Block 15: Certification to Assist Health Care Providers

See Instruction Section III.P

In accordance with FCC rule section 54.640(b), service providers participating in the Healthcare Connect Fund must certify, as a condition of receiving support, that they will provide to health care providers, on a timely basis, all information and documents regarding supported equipment, facilities, or services that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries. USAC may withhold disbursements to the service provider if the service provider, after written notice from USAC, fails to comply with this requirement.

123 I certify, as a condition of receiving support under the Healthcare Connect Fund, that the above-named service provider will provide to health care providers, on a timely basis, all information and documents regarding the supported equipment, facility(ies), or service(s) that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries.

Steps to update online



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FORMS

Telecommunications companies, service providers, rural health care providers, schools, and libraries must complete certain FCC forms. Select from the list below to learn more about the forms associated with each program. You can submit many of these forms online using [USAC's E-File system](#).

- [Contributor forms](#)
FCC Forms 499-A and 499-Q
- [Service Provider forms](#)
FCC Form 498
- [High Cost Program forms](#)
FCC Forms 481, 507, 508, 509, 525, 690, LSSa, and LSSc
- [Lifeline Program forms](#)
FCC Forms 481, 497, and 555
- [Rural Health Care Program](#)
 - [Telecommunications Program forms](#)
FCC Forms 465, 466, and 467
 - [Healthcare Connect Fund Program forms](#)
FCC Forms 460, 461, 462, and 463
- [Schools and Libraries Program forms](#)
FCC Forms 470, 471, 472 (BEAR), 473 (SPAC), 474 (SPI), 479, 486, and 500

- Select “File Online”
- Update form – 2 day system turnaround



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RESOURCES & TOOLS

FORMS



Attention: Please wait until the **2015 FCC Form 499-A** is available on March 1, 2015 to report calendar year 2014 revenues.

FCC Form 498

[File Online](#)

Service Provider Identification Number and General Contact Information Form

[FCC Form 498 and Instructions](#)

Questions?

Use the “Questions” box in your control panel to submit questions.

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FCC Form 463 Review

Step 1: Log in

- Enter your user ID and password.

E-File Sign In

User ID:

Password:

[Forgot password](#)

IMPORTANT SYSTEM NOTICE - This system is the property of the Universal Service Administrative Company (USAC) and is to be used to assist individuals with managing their entity's involvement in federal universal service programs. This system may be accessed by authorized users only. By logging in, the user represents himself or herself as an authorized user. This system is monitored, recorded and subject to audit. Any unauthorized use or misuse of this system is strictly prohibited and subject to legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms and system monitoring and recording.

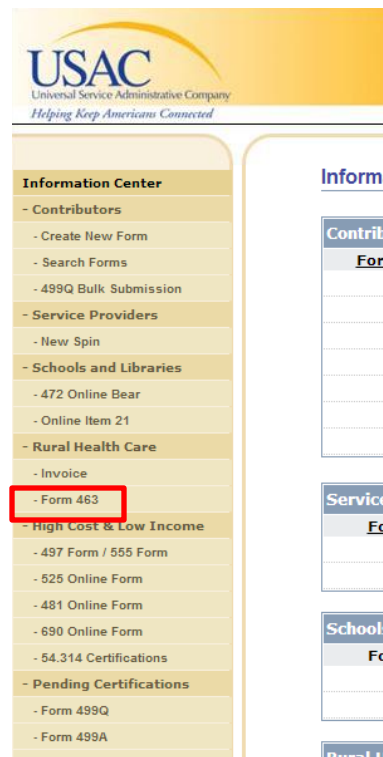
Click the box to accept.

New users, please select from the options below:

- [New Service Provider](#)
- [New Contributor/Registration In Progress](#)
- [New RHC Applicant](#)

Step 2: Select “Form 463”

- Select “Form 463” under the “Rural Health Care” category in the menu on the left side of the page.



Step 3: Select Service Provider Identification Number (SPIN)

- Select the SPIN that corresponds with your “Notification of HCP Submission of Form 463” email. Click on the link to access all associated FCC Forms 463 ready for review for that SPIN.
- Tip: Try using the “Search By SPIN” or “Search By SP Name” to find the SPIN you’re looking for.



HEALTHCARE CONNECT FUND

My SPINs

Search By SPIN	Search By SP Name	Address Line 1	Address Line 2	City	State	Zip
143000633	Kentucky RSA 3 Cellular General Partnership	2902 Ring Road		Elizabethtown	KY	42701



Step 4: Select Invoice Number

- In the “Service Provider Review” tab, click on a link in the left column to access that FCC Form 463.
- Tip: Try sorting by any of the columns by clicking on that column header.

Service Provider Review USAC Review HCP Review My SPINs

Note: All Forms in this section have been submitted by the HCP for Service Provider Review.

Invoices in Service Provider Review: 2

RHC Invoice Number	FRN	Vendor/Applicant Invoice Number	HCP Name	Last Updated	Document
1000000067	14313861	45456456464	Bassett Healthcare - Middleburgh	08/11/2014	
1000000069	14314051	45154651156464	Bassett Healthcare - Middleburgh	08/12/2014	

Step 5: Review General Information

GENERAL INFORMATION EXCEL REVIEW SUPPORTING DOCUMENTATION

General Information

Line 1: RHC Invoice Number	1000000067
Line 2: FRN	14313861
Line 3: HCP Number	18261
Line 4 Site/Consortium Name	Bassett Healthcare - Middleburgh
Line 5: Funding Year	2014
Line 6: Vendor/Applicant Invoice Number	45456456464
Line 7: SPIN	143000633
Line 8: Vendor Name	Kentucky RSA 3 Cellular General Partnership

Step 6: Open FCC Form 463 Excel document

The screenshot displays a web interface for reviewing FCC Form 463. At the top, there are three tabs: 'GENERAL INFORMATION', 'EXCEL REVIEW' (which is selected), and 'SUPPORTING DOCUMENTATION'. Below the tabs is a section titled 'Excel Review'. Inside this section, there is a button labeled 'Download FCC Form 463 (Excel)' which is highlighted with a red rectangular border. Below the button, there are three radio button options for the user's review status:

- I have not reviewed the Form 463 (Excel).
- I have reviewed the Form 463 (Excel) and have no changes.
- I have reviewed the Form 463 (Excel). Send the Form to the HCP/Consortium for modifications.

At the bottom of the 'Excel Review' section, there are four buttons: 'Save and Exit', 'Save and Go Back', 'Save and Continue', and 'Exit'.

Step 7: Review Supporting Documentation

GENERAL INFORMATION
 EXCEL REVIEW
 SUPPORTING DOCUMENTATION
 CERTIFICATIONS

Supporting Documentation

Line 10: Applicants and/or vendors may, if they so choose, attach supporting documentation, including, but not limited to, a copy of the bill(s) for the line item(s) being submitted on this Form 463. By providing copies of the bills and/or supporting documentation, the applicant and vendor will ensure that USAC has such documentation available for any future audit. See 47 C.F.R. Sec 54.648

Applicant Documentation

Previous Next

Description	Upload	Actions
test 1	<div style="border: 2px solid red; padding: 2px;"> Download 463_Internal_mockup.PNG </div>	
test 2	<div style="border: 2px solid red; padding: 2px;"> Download Month_to_Month_Pic.PNG </div>	

Vendor Documentation

Previous Next [New Document](#) [Select All Documents](#) [Delete Checked Documents](#)

Description	Upload	Actions
	Save and Exit	Save and Go Back Save and Continue Exit

Step 8: Upload Supporting Documentation

- Uploading supporting documentation is optional, but may be helpful in cases where you feel additional documentation would be useful to the applicant or USAC.

The screenshot shows the 'Vendor Documentation' interface. It features a navigation bar with 'Previous' and 'Next' buttons. Below this, there are three main sections: 'Description', 'Upload', and 'Actions'. The 'Description' section contains a text input field. The 'Upload' section includes a 'Click to Upload' button. The 'Actions' section contains a 'Save and Go Back' button. Red boxes highlight the 'Description' input field, the 'New Document' button, the 'Click to Upload' button, and the 'Save and Go Back' button. Other buttons visible include 'Previous', 'Next', 'Select All Documents', 'Delete Checked Documents', 'Save and Exit', 'Save and Continue', and 'Exit'.

Step 9A: Review, Certify, and Accept Form

GENERAL INFORMATION ● EXCEL REVIEW ● SUPPORTING DOCUMENTATION ● CERTIFICATIONS

Excel Review

[Download FCC Form 463 \(Excel\)](#)

- I have not reviewed the Form 463 (Excel).
- I have reviewed the Form 463 (Excel) and have no changes.
- I have reviewed the Form 463 (Excel). Send the Form to the HCP/Consortium for modifications.

[Save and Exit](#) [Save and Go Back](#) [Save and Continue](#) [Exit](#)

Under the “Certifications” tab, check all of the boxes under “Vendor Certifications” and select the “Save and Continue” button. This button will be disabled until all boxes are checked.

GENERAL INFORMATION ● EXCEL REVIEW ● SUPPORTING DOCUMENTATION ● CERTIFICATIONS

Certifications

Vendor Certifications

- Line 11: I certify that I am authorized to submit this Form 463 on behalf of the vendor.
- Line 12: I understand that the vendor must apply the amount submitted, approved, and paid by USAC (Column P - USF support amount to be Paid) to the billing account of the health care provider(s) and FRN/FRN IDs listed on this invoice.
- Line 13: I declare under penalty of perjury that I have examined this form and attachments to the best of my knowledge, information, and belief, the dates, quantities, and costs provided under Block three of this Form 463 are true and correct.

[Save and Exit](#) [Save and Go Back](#) [Save and Continue](#) [Exit](#)

Certify

- You will then be brought to the “Signature” screen. Fill out all of the required fields and click the “Certify” button. This button will be disabled until all required fields are completed.

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Signature

Line 19: Email

Line 16: Printed Name of Authorized Person
First Name: Middle Initial: Last Name:

Line 17: Title/Position of Authorized Person

Line 18: Phone Ext:

Line 20: Employer

Line 21: Employer's FCC RN

Step 9B: Review and Reject Form

When the “Reject Applicant Form 463” pop-up window appears, select a reason for rejection from the drop down menu.

The screenshot shows the 'Excel Review' section of the USAC system. A pop-up window titled 'Reject Applicant Form 463' is displayed. The window contains the following text: 'Are you sure you want to Reject this Form 463? If so, please select a reason from the drop down and provide recommendations in the notes field for the applicant.' Below this text is a 'Reason for Rejection' section with a dropdown menu. The dropdown menu is highlighted with a red box and contains the following options: 'Choose a Denial Reason...', 'Line item error', 'Wrong Billing Account Number associated with SPIN', 'Inactive or Inaccurate SPIN information', 'Duplicates', and 'Other'. At the bottom of the window are 'Back' and 'Reject' buttons.

Questions?

Use the “Questions” box in your control panel to submit questions.

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Disbursement Cycle

Disbursements

- Processed twice a month
 - Usually around the 6th and the 21st
 - As a contributor, the disbursement could be held for FCC Red Light status, USAC netting, or ACH problems

Service Provider Webinar

Contacting RHC

- For questions or assistance, contact the Rural Health Care Program Help Desk at [\(800\) 453-1546](tel:8004531546) between 9:30 AM and 4:30 PM ET Monday - Friday
- Email at rhc-assist@usac.org
- We will respond to your email as soon as possible (most emails same day or next day, but may take up to two days)

Questions?

Use the “Questions” box in your control panel to submit questions.

Thank You!

- Thank you for joining us at today's webinar
- Sign up for the RHC Circuit for program updates and events:
 - Go to www.usac.org and click “subscribe” in the upper-right corner
- See the FCC Form 463 Service Provider Guide on the HCF Program [“Forms” page](#) for more information about invoicing
- For questions about the RHC Program, email RHC-Assist@usac.org or call (800) 453-1546