

Rural Health Care Monthly Conference Call: September 12, 2013 – 2:00 PM

AGENDA

1. HCF Training
 2. RHC on the Road
 3. Invoicing
 4. FCC Form 498
 5. FCC Form 460
 6. Funding Update
 7. Question and Answer Session
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MINUTES

1. HCF Training

The 2013 Healthcare Connect Fund Training is next week!

USAC and the FCC will conduct training about the Healthcare Connect Fund (HCF), the newest component of the RHC Program. The trainings are two day, back to back events that will provide targeted information about the HCF for both individual and consortium applicants. All participants are welcome to attend one or both days of the training.

If you plan to apply for funding as an [individual HCP](#) for FY2013, you should attend day 1, on September 23. Day 1 training also includes information for Individual HCPs that are considering joining a consortium. If you plan to apply as a [consortium leader](#), attend day 2, on September 24. Online registration will close on September 19, but you can register in person on the day of either training event. Space is limited, so register now to reserve your seat.

Learn more about these events on the HCF [Trainings & Outreach](#) page.

2. RHC on the Road

RHC Staff will be exhibiting at the National Rural Healthcare Association (NRHA) Rural Clinic and Critical Access Hospital conferences October 1-4, 2013 in Austin, Texas. The conference will focus on strategic planning, performance management, and rural philanthropy as well as other best practices

in rural healthcare. We look forward to sharing information about the Rural Health Care Program with conference attendees. You can learn more about the conference [here](#).

3. Invoicing

After October 1, 2013, the Rural Health Care (RHC) Program will discontinue the use of paper invoices for service providers. Service providers may now prepare, submit, and track electronic invoices for FY2012 through [My Service Provider Portal](#). To file invoices electronically, you will need an E-File user name and password as well as an entitlement for filing invoices for the RHC Program. A video tutorial about [getting access to E-File](#) is available in the RHC [Online Learning Library](#). For a step-by-step guide to submitting invoices online through the portal, view the new [invoicing tutorial](#) for service providers.

4. FCC Form 460

The FCC Form 460 (Eligibility and Registration Form) is now available in [My Portal](#) to certify the eligibility of health care providers (HCPs) to participate in the Healthcare Connect Fund (HCF) Program and to register ineligible sites, off-site data centers, and off-site administrative offices.

Eligibility must be determined prior to the start of the competitive bidding process. Applicants should allow time for the submission and review of the FCC Form 460 and any needed supporting documentation prior to the submission of the FCC Form 461 (Request for Services Form).

Applicants must submit the FCC Form 460 through [My Portal](#), the Rural Health Care (RHC) Program's application management system, but should review the form and [complete instructions](#) in advance. Applicants should submit any required supporting documentation, including state licenses, with the FCC Form 460. The [FCC Form 460 My Portal Filing Instructions](#) outline steps required for individual HCP applicants (those who have already registered in My Portal and those who have not) and consortium applicants (consortium leaders and members). Other HCF Program forms will be available for applicants to submit online on a rolling basis, and will be announced in the Latest News section of the [USAC website](#) and in the [HCF Bulletin](#).

Visit the [Getting Started](#), [Trainings & Outreach](#), and [HCF Program FAQs](#) web pages for help. You can also [email](#) your questions about the HCF Program or call the HCF Help Desk at (800) 453-1546.

5. FCC Form 498

As of August 20, 2013, all service providers must use the new [FCC Form 498](#) when applying for a new Service Provider Identification Number (SPIN) or when making changes to contact or remittance information to an existing SPIN. The new FCC Form 498 and instructions are posted on the USAC website in the [Forms](#) section. No prior years' forms will be accepted; all FCC Form 498s

mailed to USAC (postmarked after August 20th) must use the newest version of the form or they will not be processed.

There are two important features of the FCC Form 498 service providers should consider: All service providers participating in the Rural Health Care (RHC) Program will soon have their universal service fund (USF) contributions automatically set to net against their payments. If you do not want to net your payments, change the default designation by unchecking the box in Block 14 of the FCC Form 498.

If service providers wish to receive support from the Healthcare Connect Fund, they must check the box in Block 15: "Certification to Assist Health Care Providers." USAC will not pay service providers participating in the Healthcare Connect Fund if they have failed to check this box.

If you have questions, call us at (888) 641-8722, or [email us](#).

6. Funding Update

For FY2013, we have received over 4,800 FCC Forms 465, up 11 percent over last year at this time.

For FY2012, we have received nearly 12,000 FCC Forms 466/466-A and have committed \$69 million if funding. More than 30 percent of the forms were submitted in the last months of the funding year, and we are working to process them as quickly as possible.

7. Question and Answer Session