

Submitting the Annual Report for the Healthcare Connect Fund (HCF) Program

Rural Health Care (RHC) program

Revised July 2025

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General Information

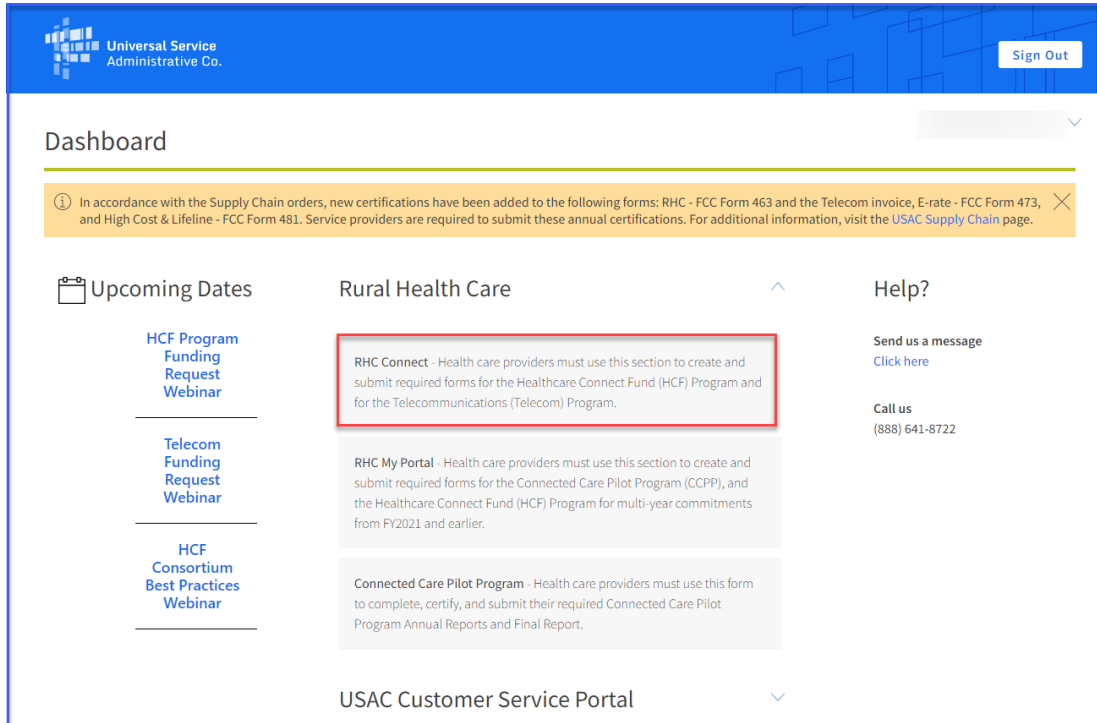
Per [FCC Order 19-78](#), all health care providers (HCPs) participating in the HCF Program are required to submit an [annual report](#) to USAC that includes information allowing the Federal Communication Commission (FCC) to assess progress towards the performance goals and measures of the HCF Program. The HCP must file the annual report on or before September 30 for the preceding funding year. Failure to submit the required annual report(s) by the deadline may result in the denial of program funding.

Please Note: The red boxes and arrows in the screenshots that follow do not actually appear in RHC Connect.

RHC Connect Walkthrough

Step 1:

Log into My Portal and click on **RHC Connect**.



Universal Service Administrative Co. Sign Out

Dashboard

In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page.

Upcoming Dates

HCF Program Funding Request Webinar

Telecom Funding Request Webinar

HCF Consortium Best Practices Webinar

Rural Health Care

RHC Connect - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program and for the Telecommunications (Telecom) Program.

RHC My Portal - Health care providers must use this section to create and submit required forms for the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for multi-year commitments from FY2021 and earlier.

Connected Care Pilot Program - Health care providers must use this form to complete, certify, and submit their required Connected Care Pilot Program Annual Reports and Final Report.

Help?

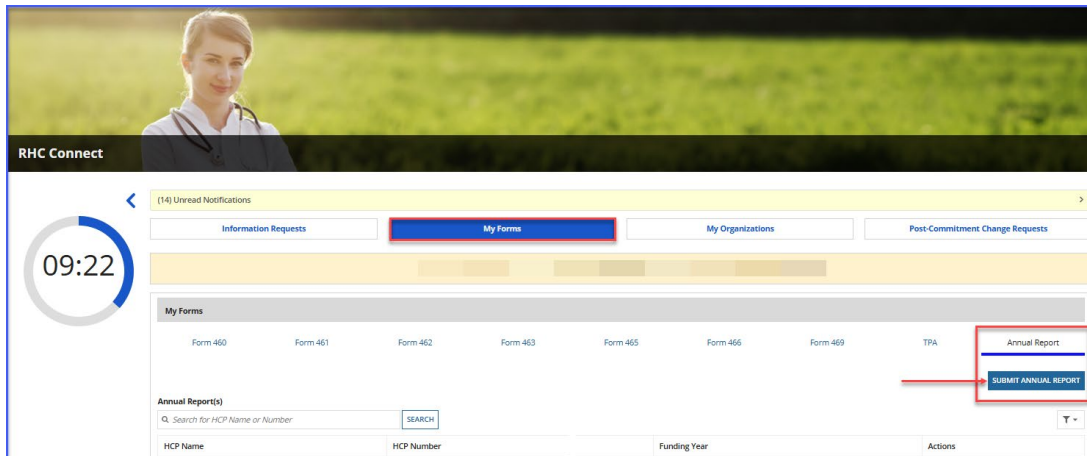
Send us a message [Click here](#)

Call us (888) 641-8722

USAC Customer Service Portal

Step 2:

Navigate to the **My Forms** tab on the **RHC Connect Dashboard**. Navigate to the **Annual Report** tab. Click **Submit Annual Report**.



RHC Connect

(14) Unread Notifications

Information Requests My Forms My Organizations Post-Commitment Change Requests

09:22

My Forms

Form 460 Form 461 Form 462 Form 463 Form 465 Form 466 Form 469 TPA Annual Report

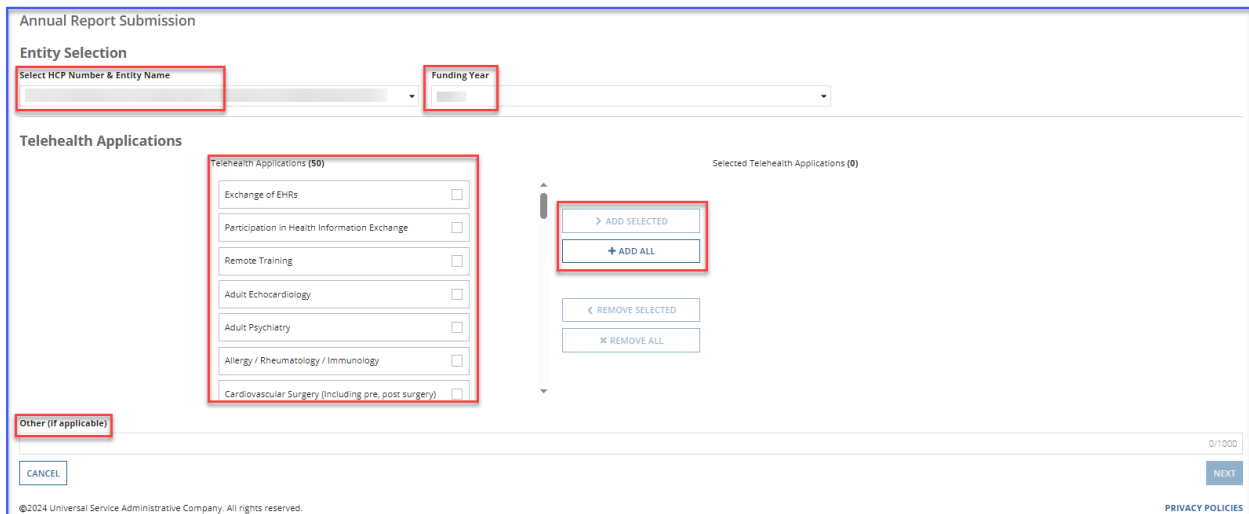
Annual Report(s)

Q Search for HCP Name or Number SEARCH

HCP Name	HCP Number	Funding Year	Actions
			Submit Annual Report

Step 3:

Select the HCP or consortium you're submitting the annual report for from the drop-down menu under **Select HCP Number & Entity Name**, then select the **Funding Year** the annual report is for. Click the box beside all of the Telehealth Applications that the funding supports. . If a telehealth application is not on the list, enter a description of the application under **Other** at the bottom of the screen. Then click **Add Selected** or **Add All**



Annual Report Submission

Entity Selection

Select HCP Number & Entity Name [Dropdown] Funding Year [Dropdown]

Telehealth Applications

Telehealth Applications (50)

- Exchange of EHRs ☐
- Participation in Health Information Exchange ☐
- Remote Training ☐
- Adult Echocardiology ☐
- Adult Psychiatry ☐
- Allergy / Rheumatology / Immunology ☐
- Cardiovascular Surgery (including pre, post surgery) ☐

Selected Telehealth Applications (0)

> ADD SELECTED
+ ADD ALL
← REMOVE SELECTED
✕ REMOVE ALL

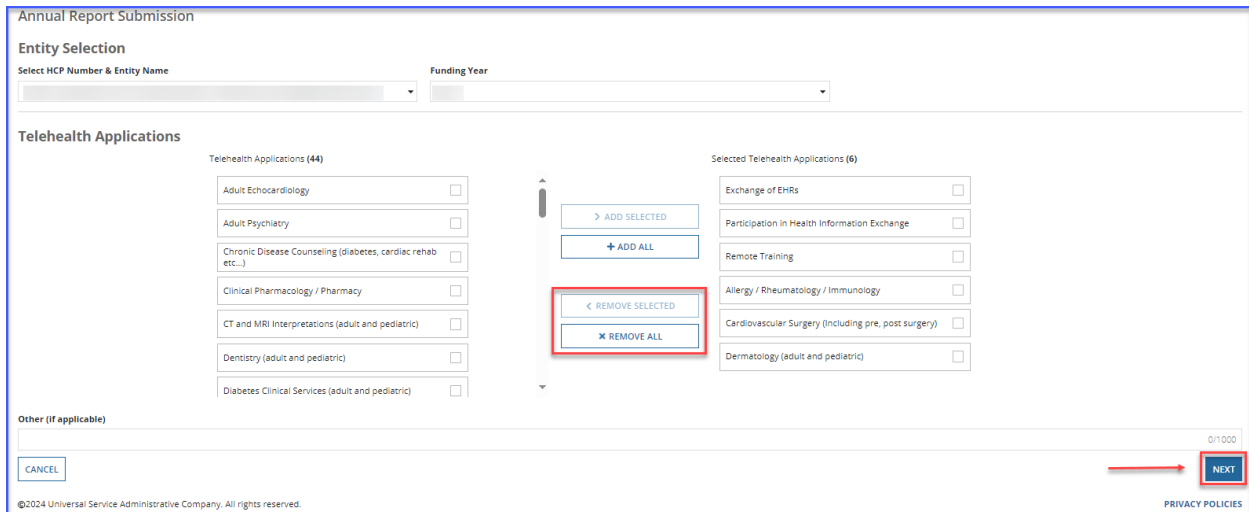
Other (if applicable) [Text Area] 0/1000

CANCEL NEXT

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Step 4:

To remove Telehealth Applications, click the boxes next to each application and **click Remove Selected** or click **Remove All**. If everything is correct, click **Next**.



Annual Report Submission

Entity Selection

Select HCP Number & Entity Name [Dropdown] Funding Year [Dropdown]

Telehealth Applications

Telehealth Applications (44)

- Adult Echocardiology ☐
- Adult Psychiatry ☐
- Chronic Disease Counseling (diabetes, cardiac rehab etc...) ☐
- Clinical Pharmacology / Pharmacy ☐
- CT and MRI Interpretations (adult and pediatric) ☐
- Dentistry (adult and pediatric) ☐
- Diabetes Clinical Services (adult and pediatric) ☐

Selected Telehealth Applications (6)

- Exchange of EHRs ☐
- Participation in Health Information Exchange ☐
- Remote Training ☐
- Allergy / Rheumatology / Immunology ☐
- Cardiovascular Surgery (including pre, post surgery) ☐
- Dermatology (adult and pediatric) ☐

> ADD SELECTED
+ ADD ALL
← REMOVE SELECTED
✕ REMOVE ALL

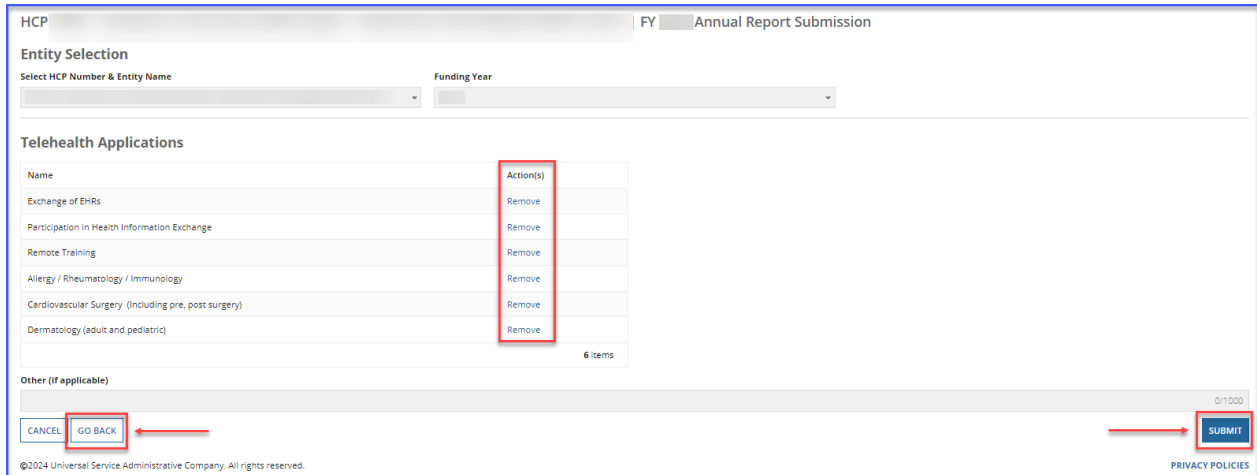
Other (if applicable) [Text Area] 0/1000

CANCEL NEXT

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Step 5:

Review the selections. Click **Go Back** to make corrections or click **Submit** to submit the report to USAC. Click the Remove hyperlink under the **Actions** column to remove a telehealth application.



HCP [redacted] | FY [redacted] Annual Report Submission

Entity Selection

Select HCP Number & Entity Name [redacted] Funding Year [redacted]

Telehealth Applications

Name	Action(s)
Exchange of EHRs	Remove
Participation in Health Information Exchange	Remove
Remote Training	Remove
Allergy / Rheumatology / Immunology	Remove
Cardiovascular Surgery (including pre, post surgery)	Remove
Dermatology (adult and pediatric)	Remove

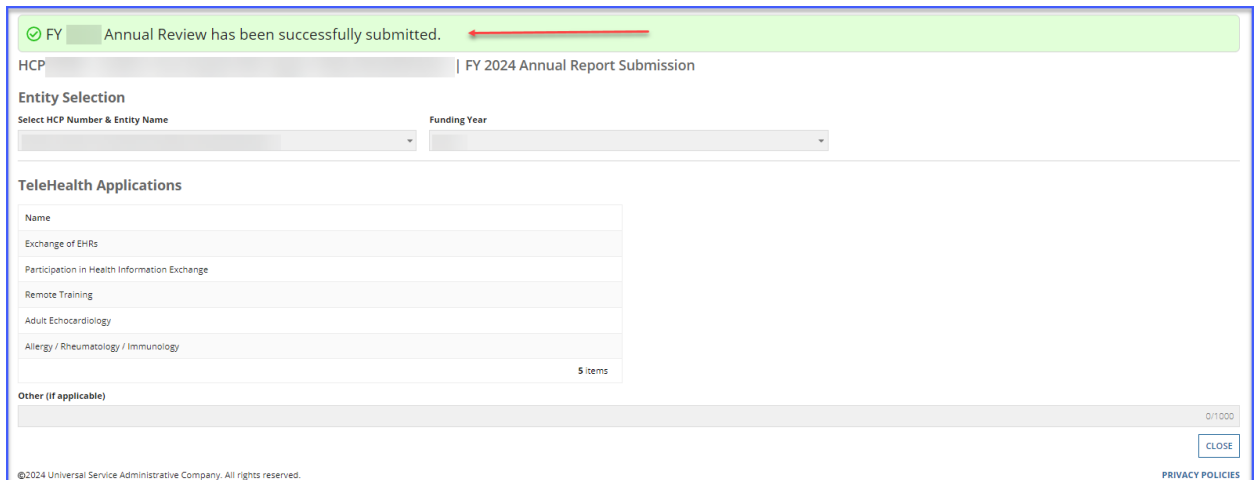
6 items

Other (if applicable) [redacted] 0/1000

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Step 6:

The message in the green banner displayed the message that the annual report is submitted. A summary of the report is displayed.



✓ FY [redacted] Annual Review has been successfully submitted.

HCP [redacted] | FY 2024 Annual Report Submission

Entity Selection

Select HCP Number & Entity Name [redacted] Funding Year [redacted]

TeleHealth Applications

Name	Action(s)
Exchange of EHRs	Remove
Participation in Health Information Exchange	Remove
Remote Training	Remove
Adult Echocardiology	Remove
Allergy / Rheumatology / Immunology	Remove

5 items

Other (if applicable) [redacted] 0/1000

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Step 7:

Return to the RHC Connect Dashboard, click on the **Forms** tab, and navigate to the **Annual Report** tab. To view the annual report submission or download a copy of the report, use the icons under the **Actions** column.

RHC Connect

(14) Unread Notifications

Information Requests My Forms My Organizations Post-Commitment Change Requests

09:29

My Forms

Form 460 Form 461 Form 462 Form 463 Form 465 Form 466 Form 469 TPA Annual Report

SUBMIT ANNUAL REPORT

Annual Report(s)

Q Search for HCP Name or Number SEARCH

HCP Name	HCP Number	Funding Year	Actions

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Frequently Asked Questions

Do individual HCPs need to submit annual reports? Isn't it only required for consortia?

Per [FCC Order 19-78](#), all HCPs participating in the HCF Program are required to submit an annual report to USAC. Prior to that order, only consortia participants were required to submit annual reports to USAC.

Can I still submit the Excel spreadsheet to RHC-Outreach@usac.org?

No, beginning with annual reports for funding year (FY) 2024, all annual reports must be submitted in RHC Connect.

Who is impacted by this change?

RHC Connect is used for FY2024 and future funding years for all participants (both individual and consortia) in the HCF Program. Telecommunications (Telecom) Program participants are not required to submit annual reports to USAC.

Resources

For more information, visit the [Submit Annual Report](#) webpage on the USAC website:

For questions about the Rural Health Care program, contact RHC-Assist@usac.org or the RHC Customer Service Center at (800) 453-1546 from 8 a.m. - 8 p.m. ET Monday through Friday for assistance. Use the [RHC Customer Service Center Tip Sheet](#) to learn about what the RHC Customer Service Center can and cannot help you with.