

RHC Connect User Guide – Healthcare Connect Fund (HCF) Program Annual Report

Updated as of September 2026

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General Information

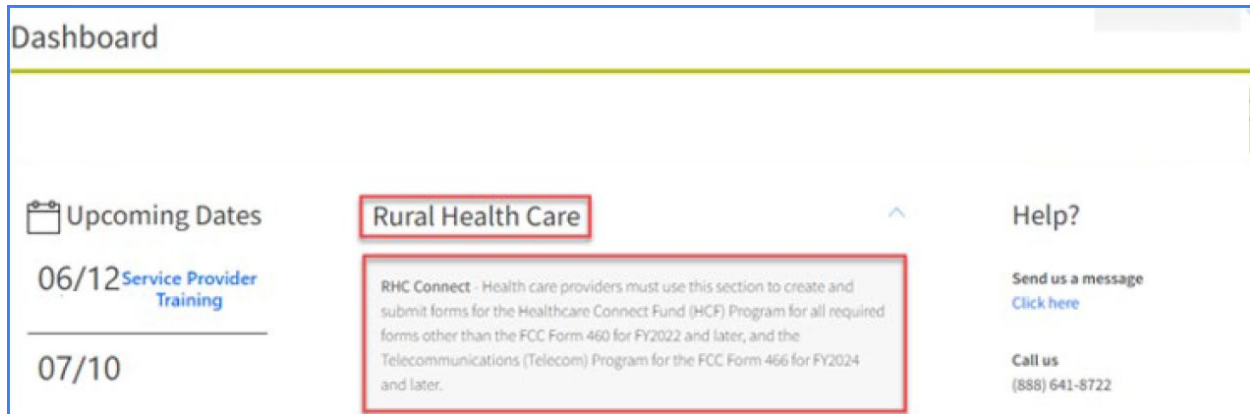
Per [FCC Order 19-78](#), all health care providers (HCPs) participating in the HCF Program are required to submit an [annual report](#) to USAC that includes information allowing the Federal Communication Commission (FCC) to assess progress towards the performance goals and measures of the HCF Program. 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

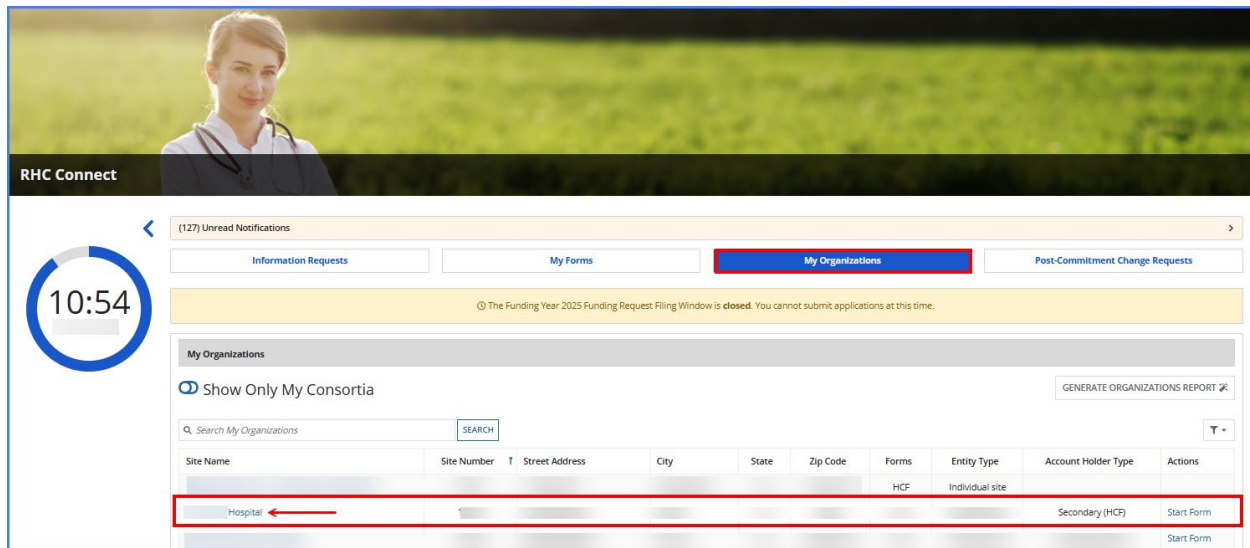
Step 1:

Log and click on **RHC Connect**.



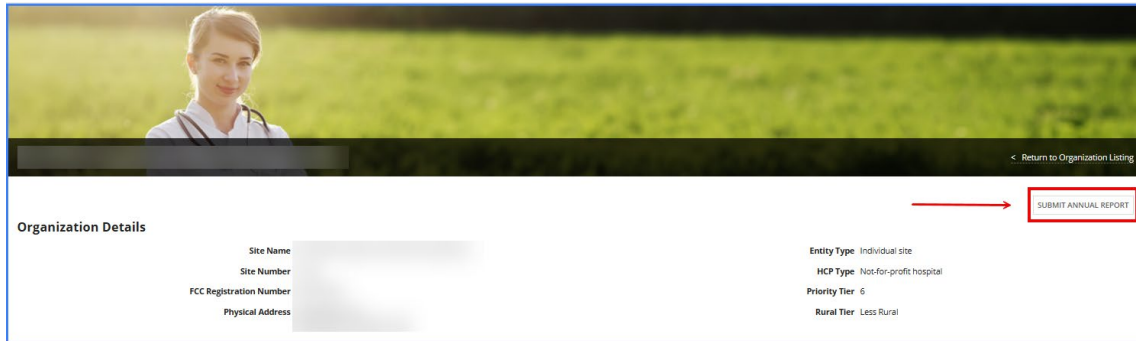
Step 2:

Navigate to the **Organizations** tab on the **RHC Connect Dashboard**. Click the hyperlink for the HCP.



Step 3:

Click **Submit Annual Report**.



Organization Details

Site Name
Site Number
FCC Registration Number
Physical Address

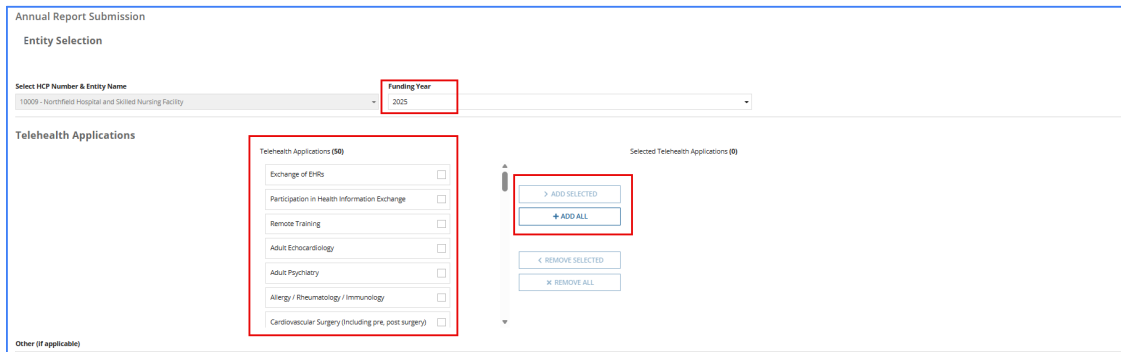
Entity Type: Individual site
HCP Type: Not-for-profit hospital
Priority Tier: 6
Rural Tier: Less Rural

< Return to Organization Listing

SUBMIT ANNUAL REPORT

Step 4:

Select the **Funding Year** from the drop-down menu. 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: 10009 - Northfield Hospital and Skilled Nursing Facility

Funding Year: 2025

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)

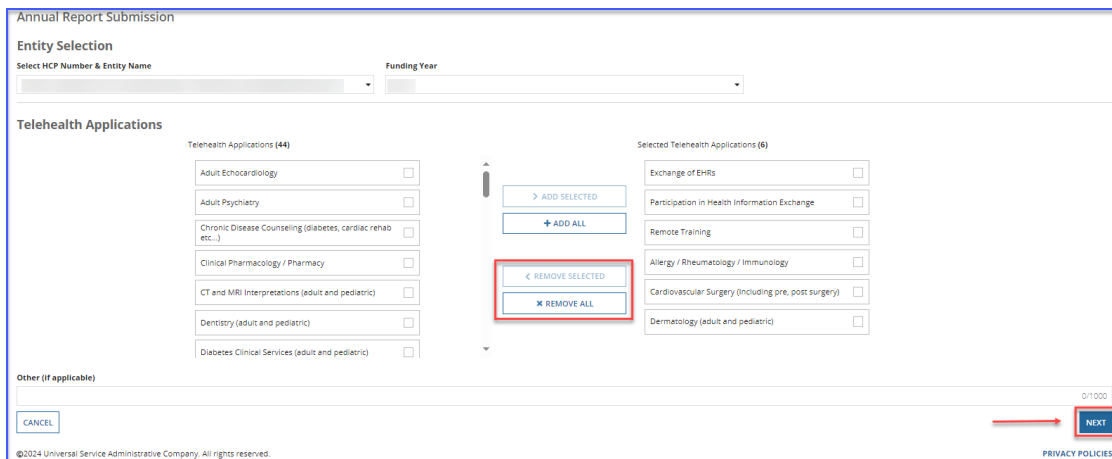
Selected Telehealth Applications (0)

> ADD SELECTED
+ ADD ALL
< REMOVE SELECTED
X REMOVE ALL

Other (if applicable)

Step 5:

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: 10009 - Northfield Hospital and Skilled Nursing Facility

Funding Year: 2025

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)

Other (if applicable)

CANCEL

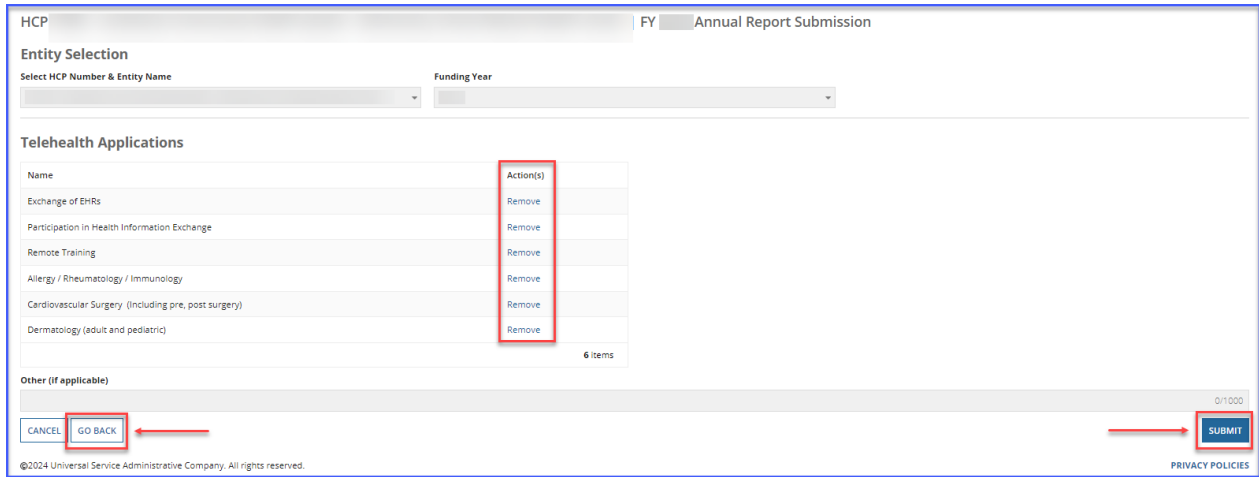
0/1000

NEXT

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Step 6:

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)

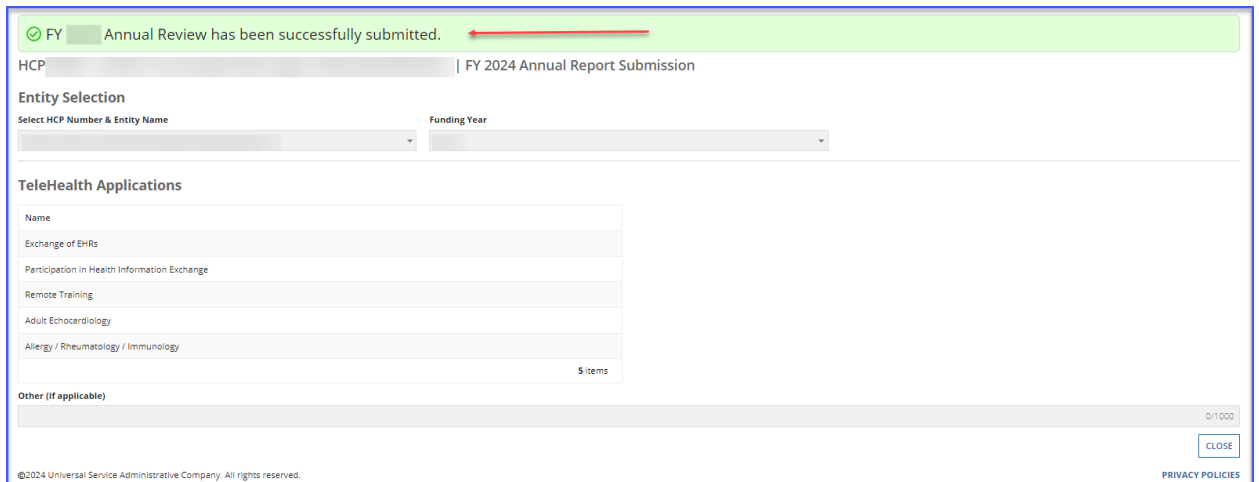
[redacted] 0/1000

[CANCEL](#) [GO BACK](#) [SUBMIT](#)

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Step 7:

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
Exchange of EHRs
Participation in Health Information Exchange
Remote Training
Adult Echocardiology
Allergy / Rheumatology / Immunology

5 items

Other (if applicable)

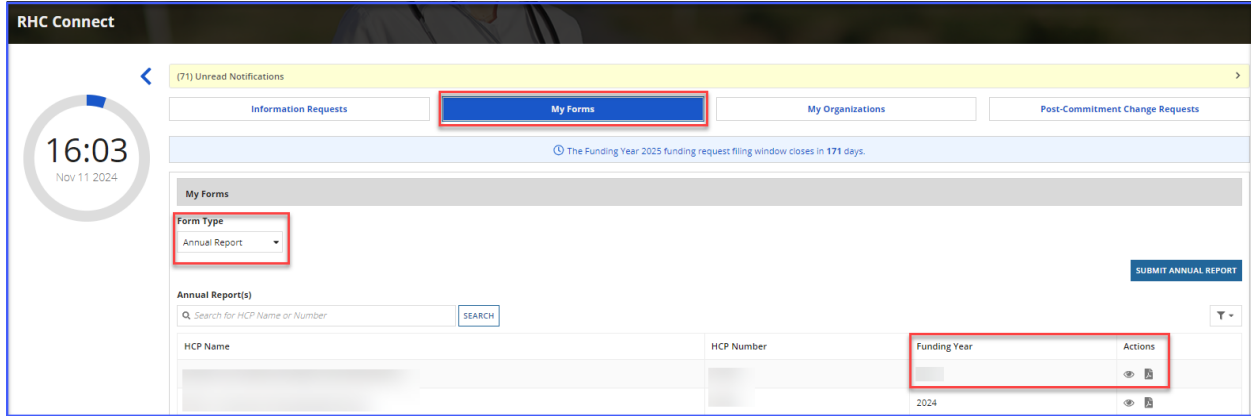
[redacted] 0/1000

[CLOSE](#)

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Step 8:

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



The screenshot shows the RHC Connect dashboard. At the top, there is a navigation bar with tabs: Information Requests, My Forms (highlighted with a red box), My Organizations, and Post-Commitment Change Requests. Below the navigation bar, there is a section for 'My Forms' with a dropdown menu for 'Form Type' set to 'Annual Report' (highlighted with a red box). To the right of the dropdown is a 'SUBMIT ANNUAL REPORT' button. Below this, there is a search bar for 'Annual Report(s)' and a table with columns: HCP Name, HCP Number, Funding Year, and Actions. The 'Funding Year' column has a value of '2024' (highlighted with a red box). The 'Actions' column contains icons for viewing and downloading the report.

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.