

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

Updated as of November 2024

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General Information

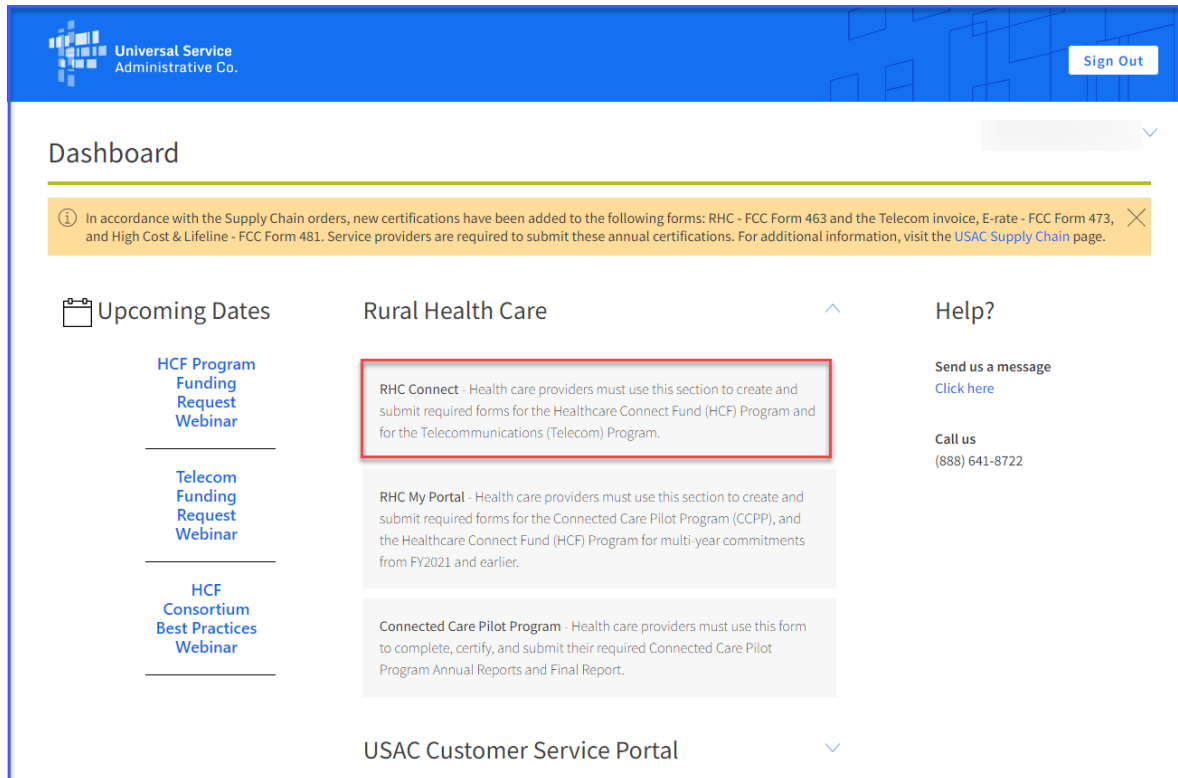
Per [FCC Order 19-78](#), all health care providers (HCPs) participating in the HCF Program are required to submit an [annual report](#) to USAC that includes information allowing the Federal Communication Commission (FCC) to assess progress towards the performance goals and measures of the HCF Program.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

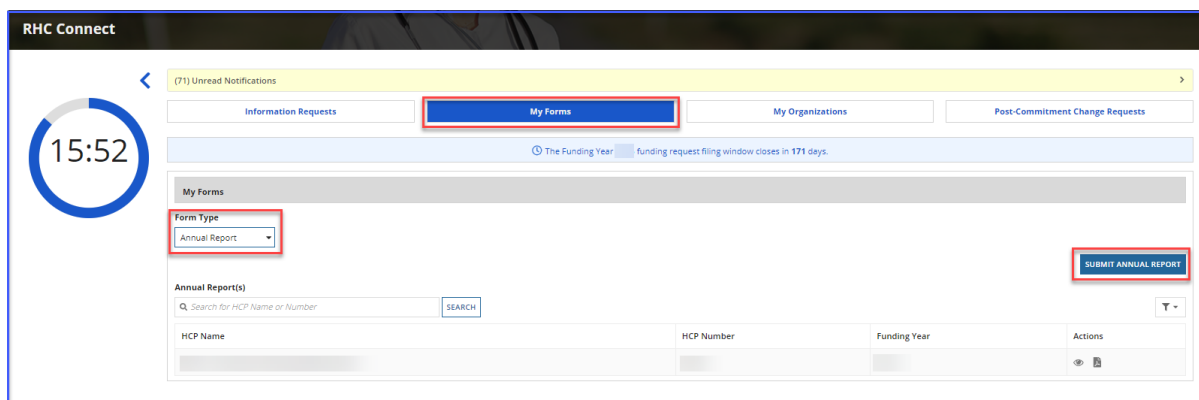
Step 1:

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



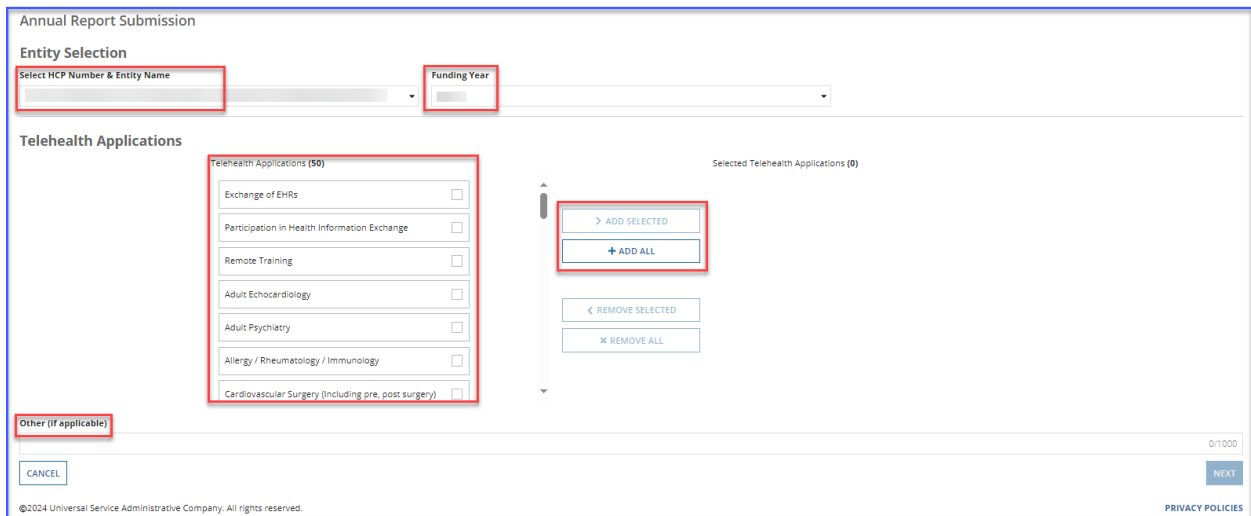
Step 2:

Navigate to the **My Forms** tab on the **RHC Connect Dashboard**. Select **Annual Report** from the dropdown menu under **Form Type**. Click **Submit Annual Report**.



Step 3:

Select the HCP or consortium you're submitting the annual report for from the dropdown 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

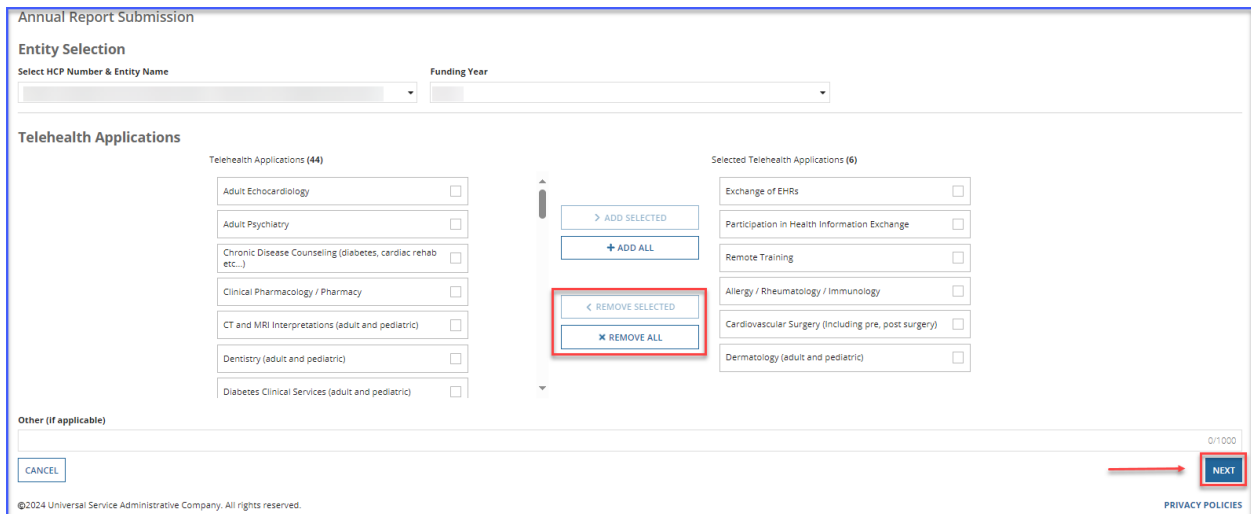
Other (if applicable) [text area] 0/1000

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

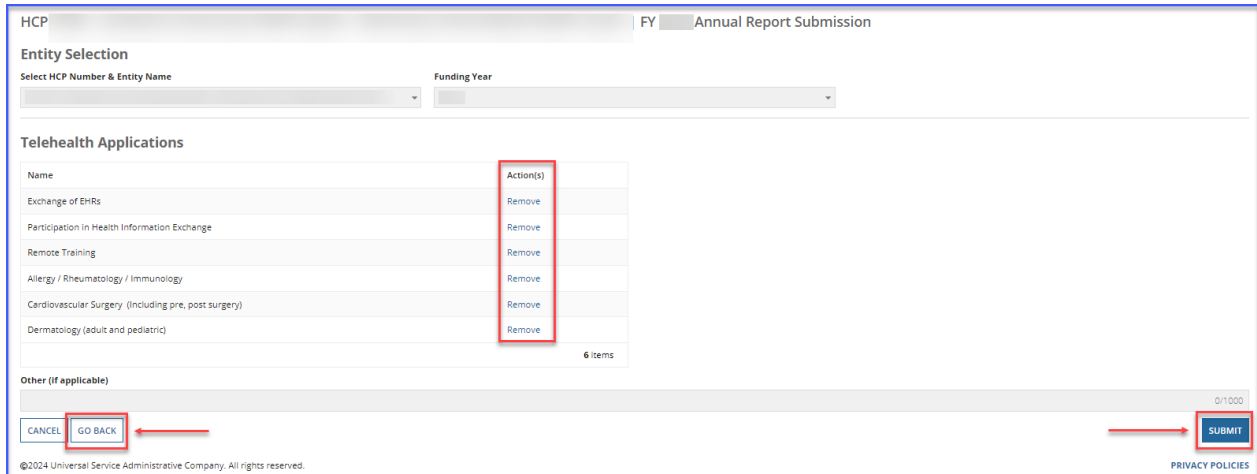
Other (if applicable) [text area] 0/1000

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.



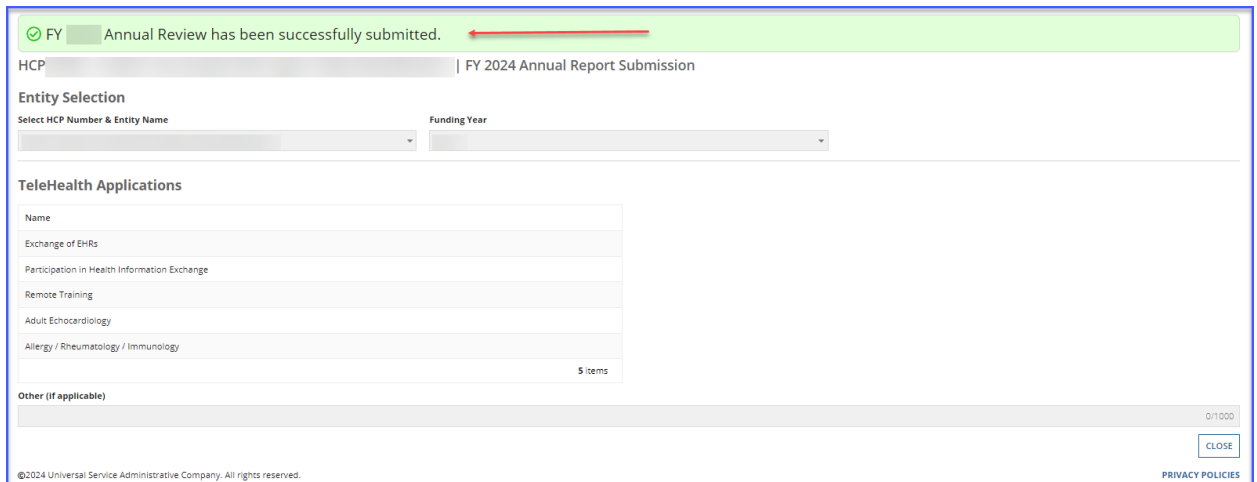
The screenshot shows a web form titled 'Annual Report Submission'. At the top, it says 'HCP' and 'FY Annual Report Submission'. Below this is the 'Entity Selection' section with two dropdown menus: 'Select HCP Number & Entity Name' and 'Funding Year'. The main section is 'Telehealth Applications', which contains a table with the following items:

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

Below the table, it says '6 items'. At the bottom of the form, there are three buttons: 'CANCEL', 'GO BACK', and 'SUBMIT'. Red arrows point to the 'GO BACK' and 'SUBMIT' buttons. A 'PRIVACY POLICIES' link is visible in the bottom right corner.

Step 6:

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



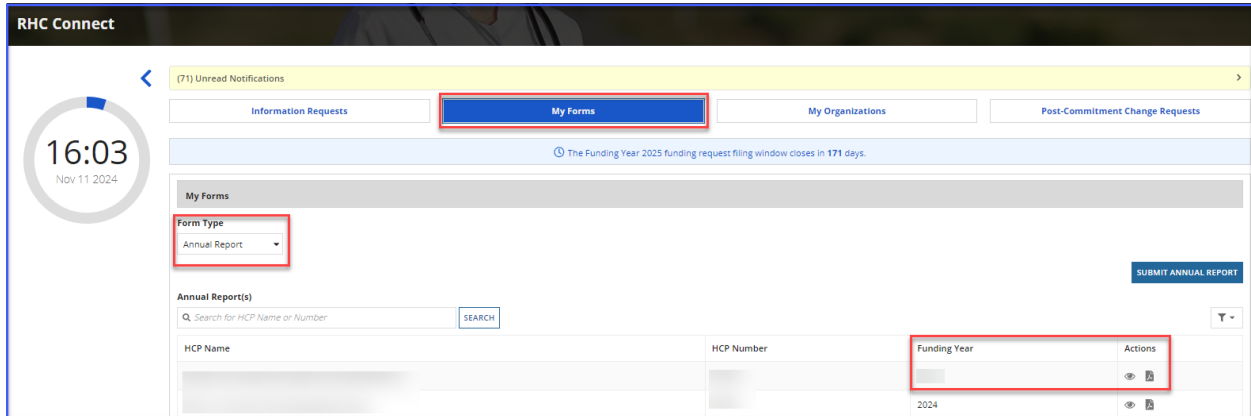
The screenshot shows the same form as in Step 5, but with a green banner at the top that reads: 'FY Annual Review has been successfully submitted.' A red arrow points to this banner. The form title is now 'FY 2024 Annual Report Submission'. The 'Entity Selection' section is the same. The 'TeleHealth Applications' section now shows a table with 5 items:

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

Below the table, it says '5 items'. At the bottom of the form, there is a 'CLOSE' button. A 'PRIVACY POLICIES' link is visible in the bottom right corner.

Step 7:

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 for 'Information Requests', 'My Forms', 'My Organizations', and 'Post-Commitment Change Requests'. The 'My Forms' tab is selected and highlighted with a red box. Below the navigation bar, there is a notification: 'The Funding Year 2025 funding request filing window closes in 171 days.' The main content area is titled 'My Forms' and contains a 'Form Type' dropdown menu with 'Annual Report' selected, also highlighted with a red box. To the right of the dropdown is a 'SUBMIT ANNUAL REPORT' button. Below this is a search bar for 'Annual Report(s)' with a 'SEARCH' button. At the bottom, there is a table with columns for 'HCP Name', 'HCP Number', 'Funding Year', and 'Actions'. The 'Funding Year' column has '2024' listed, and the 'Actions' column contains icons for viewing and downloading, both highlighted with a red box.

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.