Rural Health Care Program

How to Check for an Existing HCP

This guide will show you how to check if your site already has an existing eligibility form and health care provider (HCP) number on file with the Rural Health Care (RHC) Program.

Step 1: Navigate to My Portal

Navigate to RHC Program’s My Portal web page.

Read the information on the web page and then click on the “My Portal” button.
Step 2: Select “Create an account”
Select “Create an account” at the bottom of the web page. This action will not immediately prompt you to create an account. This action is necessary to check if you have an existing HCP.

Step 3: Select “Rural Health Care Applicant”
Select “Rural Health Care Applicant” and then click “Get Started.”
Step 4: Select a Rural Health Care Program

- To see if the site is active in the Healthcare Connect Fund (HCF) Program, select the hyperlink for “FCC Form 460.”
- To see if the site is active in the If you are applying for the Telecommunications Program, select the hyperlink for “FCC Form 465.”
- Unsure which program to choose? Start with the hyperlink for the FCC Form 460 for the Healthcare Connect Fund (HCF) Program

Step 5: Enter Email and Zip Code

Enter your email in the required field. This action will not immediately associate your email address with the RHC Program. This action is necessary to check if you have an existing HCP.

Enter the zip code of the site in the required field. You can only enter one zip code at a time. If you have multiple sites located in different zip codes, you will need to take this action for each zip code.

Once you have entered the required information, select “Search.”
Step 6: View Zip Code Search Results

All HCPs in the entered zip code will appear as either “Active” or “Available.” If your site already has an existing eligibility form in the RHC Program, it will be listed.

<table>
<thead>
<tr>
<th>HCP Number</th>
<th>HCP Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11548</td>
<td>Eastern Shore Rural Health System, Inc - Onley</td>
<td>Available</td>
</tr>
<tr>
<td>32256</td>
<td>Atlantic Community Health Center</td>
<td>Available</td>
</tr>
<tr>
<td>38545</td>
<td>Delmarva Pediatric Healthcare Consortium</td>
<td>Active</td>
</tr>
<tr>
<td>39403</td>
<td>Children’s National Medical Center</td>
<td>Active</td>
</tr>
<tr>
<td>37553</td>
<td>Somaes, Inc</td>
<td>Available</td>
</tr>
</tbody>
</table>

Step 6a: The Site Appears in the Search Results

If your site appears in the search results, your site has an existing eligibility form and HCP number in either the HCF or Telecommunications Program.

Site is “Available”

If your site shows “Available” in the Status column of the Search Results, you will need to establish an account holder and have eligibility determined again. To do so, select your hyperlinked site name, and begin filling out the eligibility form.
If your site shows “Active” in the Status column of the Search Results, you will need to reach out to the current account holder for access to the HCP and all records. If you do not know the current account holder, reach out to RHC-Assist@usac.org for the current account holder’s public contact information. If your site appears as active, do not select “New HCP” as this will result in a duplicate form that will be denied. You must reach out to the current account holder to file forms.

**Step 6b: The Site does not appear in the Search Results**

If your site does not appear in the search results, select “New HCP” to move forward with filling out and submitting an eligibility form.

For more information on filling out an eligibility form, see Eligibility Best Practices Video.