

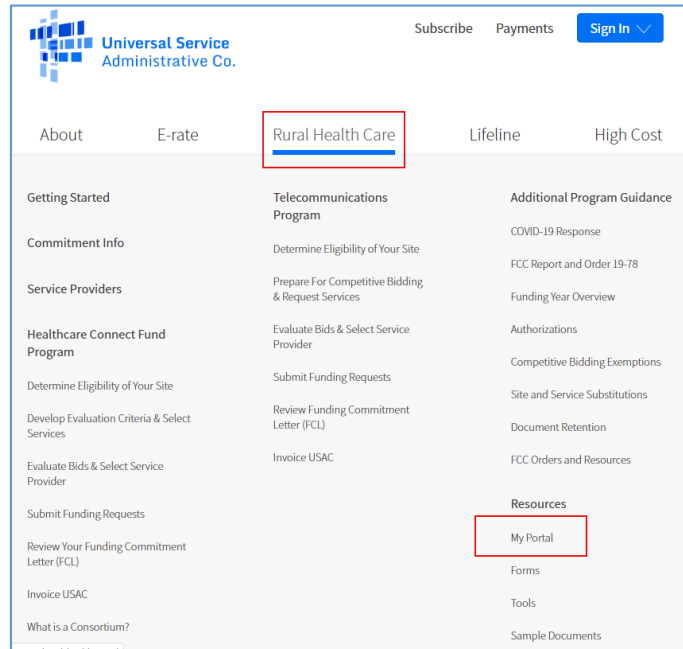
Rural Health Care Program

How to Check for an Existing HCP

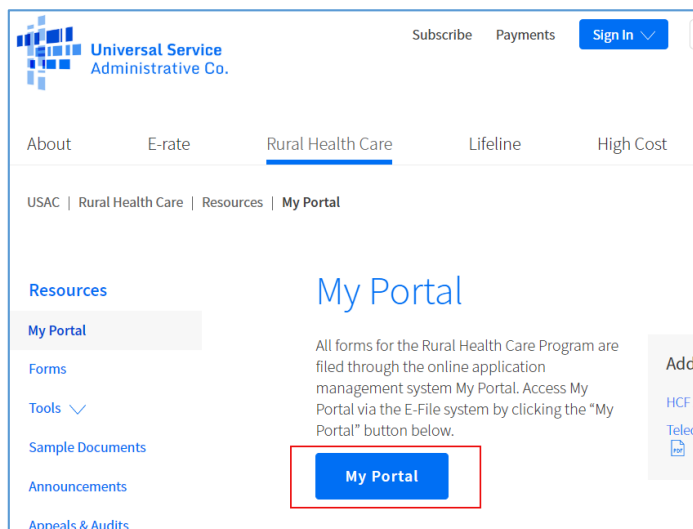
This guide will show you how to check if your site already has an existing eligibility form and health care provider (HCP) number on file with the Rural Health Care (RHC) Program.

Step 1: Navigate to My Portal

Navigate to RHC Program's [My Portal](#) web page.

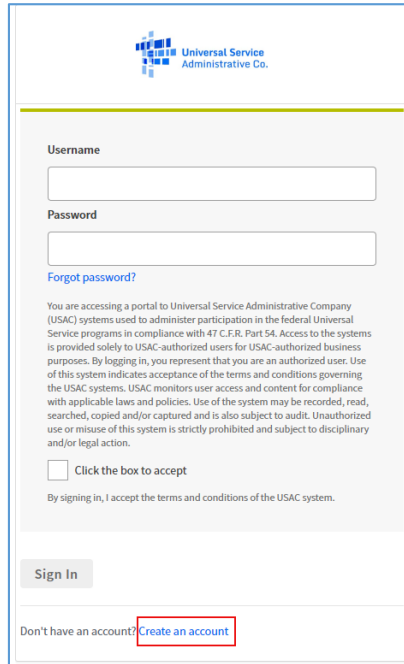


Read the information on the web page and then click on the “My Portal” button.



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.



Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

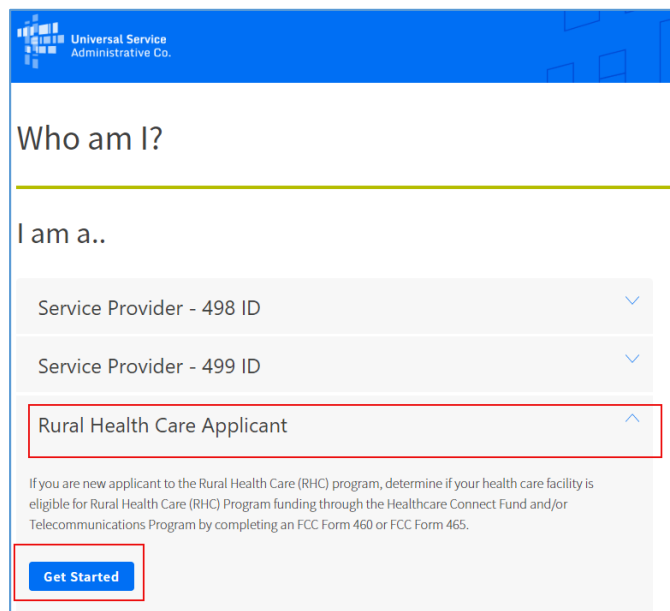
By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

Step 3: Select “Rural Health Care Applicant”

Select “Rural Health Care Applicant” and then click “Get Started.”



Universal Service
Administrative Co.

Who am I?

I am a..

Service Provider - 498 ID

Service Provider - 499 ID

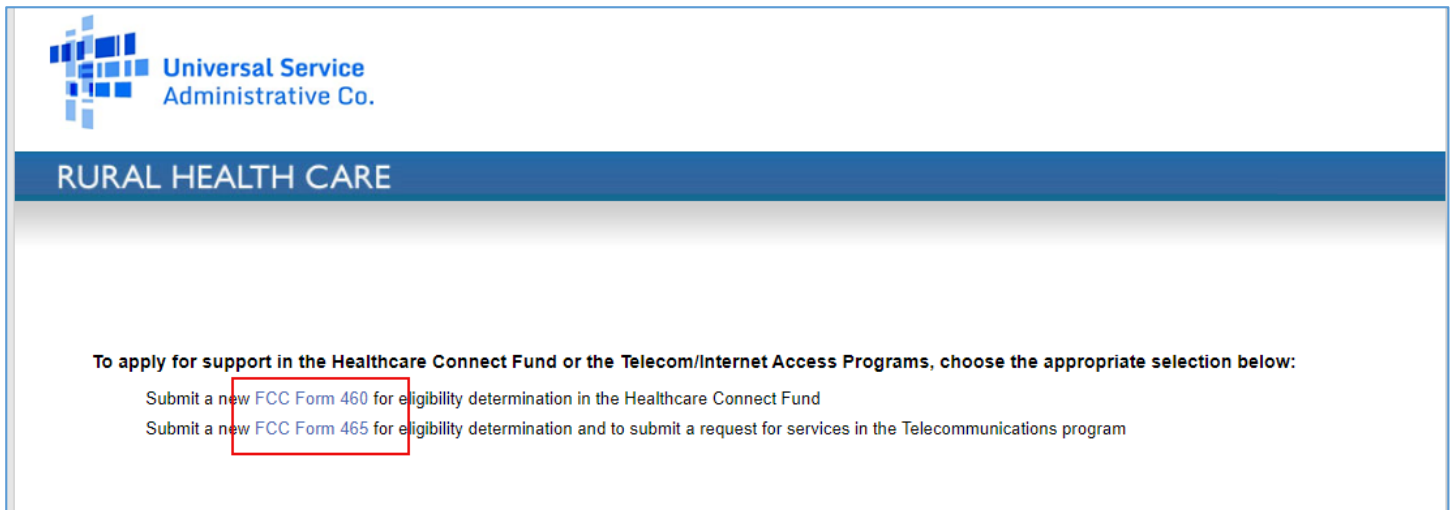
Rural Health Care Applicant

If you are new applicant to the Rural Health Care (RHC) program, determine if your health care facility is eligible for Rural Health Care (RHC) Program funding through the Healthcare Connect Fund and/or Telecommunications Program by completing an FCC Form 460 or FCC Form 465.

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**



The screenshot shows the Universal Service Administrative Co. logo at the top left. Below it is a blue header bar with the text "RURAL HEALTH CARE". The main content area has a light blue background and contains the following text:

To apply for support in the Healthcare Connect Fund or the Telecom/Internet Access Programs, choose the appropriate selection below:

Submit a new FCC Form 460 for eligibility determination in the Healthcare Connect Fund

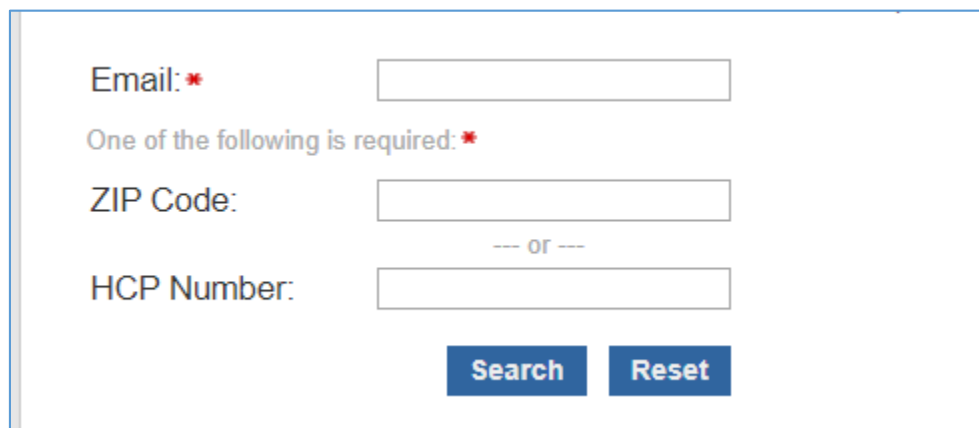
Submit a new FCC Form 465 for eligibility determination and to submit a request for services in the Telecommunications program

The text "Submit a new FCC Form 460" is highlighted with a red rectangular box.

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.



The screenshot shows a search form with the following fields and buttons:

- Email: * (required field)
- One of the following is required: *
- ZIP Code: (required field)
- or ---
- HCP Number: (required field)
- Search button
- Reset button

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.

SEARCH RESULTS

Review the list of HCPs below to see if any match your HCP. You may apply on behalf of HCPs that are listed as "Available." HCPs listed as "Active" currently have an account holder/user assigned to them. If your HCP is not listed, select "New HCP" to begin the application process.

New HCP

HCP Number	HCP Name	HCP Address	Status
11548	Eastern Shore Rural Health System, Inc.- Onley		Available
32256	Atlantic Community Health Center		Available
38545	Delmarva Pediatric Healthcare Consortium		Active
39483	Children's National Medical Center		Active
37553	Somos, Inc.		Available

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”

SEARCH RESULTS

Review the list of HCPs below to see if any match your HCP. You may apply on behalf of HCPs that are listed as "Available." HCPs listed as "Active" currently have an account holder/user assigned to them. If your HCP is not listed, select "New HCP" to begin the application process.

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39483	Children's National Medical Center		Active
37553	Somos, Inc.		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.

Site is "Active"

SEARCH RESULTS

Review the list of HCPs below to see if any match your HCP. You may apply on behalf of HCPs that are listed as "Available." HCPs listed as "Active" currently have an account holder/user assigned to them. If your HCP is not listed, select "New HCP" to begin the application process.

New HCP

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38545	Delmarva Pediatric Healthcare Consortium		Active
39483	Children's National Medical Center		Active
37553	Somos, Inc.		Available

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.

SEARCH RESULTS

Review the list of HCPs below to see if any match your HCP. You may apply on behalf of HCPs that are listed as "Available." HCPs listed as "Active" currently have an account holder/user assigned to them. If your HCP is not listed, select "New HCP" to begin the application process.

New HCP

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For more information on filling out an eligibility form, see [Eligibility Best Practices Video](#).