

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 <u>My Portal</u> web page.

U A	niversal Service dministrative Co.	S	Subscribe	Payments	Sign In 🗸
About	E-rate	Rural Health Care	L	ifeline	High Cost
Getting Started		Telecommunications Program		Additional	Program Guidance
Commitment In	fo	Determine Eligibility of Your Site		COVID-19 Re	sponse
		Prenare For Competitive Bidding	7	FCC Report a	nd Order 19-78
Service Provide	rs	& Request Services	>	Funding Year	Overview
Healthcare Con	nect Fund	Evaluate Bids & Select Service Provider		Authorization	ns
Program		Submit Funding Poquests		Competitive	Bidding Exemptions
Determine Eligibilit	ty of Your Site	Submit Funding Requests		Site and Serv	vice Substitutions
Develop Evaluatior Services	n Criteria & Select	Review Funding Commitment Letter (FCL)		Document R	etention
Evaluate Bids & Sel Provider	lect Service	Invoice USAC		FCC Orders a	nd Resources
Submit Funding Re	equests		ſ	Resources	_
Review Your Fundir	ng Commitment			My Portal	
Letter (FCL)				Forms	
Invoice USAC				Tools	
What is a Consortiu	um?			Sample Doc	uments

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

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About E-rate	Rural Health Care	Lif	eline	High Co	ost
USAC Rural Health Care Resources	Resources My Portal	ortal			
My Portal	iviy i c	ntat			
Forms	All forms for t filed through	the Rural Hea	Ith Care Prog plication	ram are	Addi
Tools 🗸	Portal via the	E-File system	ortal. Access h by clicking t	My the "My	HCF A
Sample Documents	Portal" butto	n below.			lelecc
Announcements	My Port	tal			
Appeals & Audits					



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.

Usernan	1e
Passwor	d
You are ac (USAC) sy Service pr is provide purposes, of this sys the USAC with appli searched, use or mis and/or leg Cliv By signing	essing a portal to Universal Service Administrative Company tens used to administer participation in the fedral Universal agrams in compliance with AT C.F.R. Part SA. Access to the systems double to USAC-thathorised users for USAC-authorited business By logging in, you represent that you are an authorized user. Use minidicates acceptance of the terms and conditions governing systems. USAC monitors user access and content for compliance calle lawar and policies. Use of the system may be recorded, read, copied and/or captured and is also subject to audit. Unauthorized are of this system is strictly prohibited and subject to disciplinary al action. :k the box to accept
gn In	

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

Universal Service Administrative Co.
RURAL HEALTH CARE
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

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.

Email: *		
One of the following is	s required: *	
ZIP Code:		
HCP Number:	or	
	Search Reset	

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.

ARCH RESU	LTS		
Review the are listed a	list of HCPs below to see if any match yo s "Available." HCPs listed as "Active" curr	ur HCP. You may apply on beh ently have an account holder/u	alf of HCPs that ser assigned to
New HCP	IF HCP is not listed, select "New HCP" to	begin the application process.	
New HCP	HCP IS NOT LISTED, SELECT "NEW HCP" TO	DEGIN THE APPLICATION PROCESS.	Status
Nem. If you New HCP HCP Number 11548	IF HCP IS NOT LISTED, SELECT "NEW HCP" TO HCP Name Eastern Shore Rural Health System, Inc Onley.	HCP Address	Status Available
New HCP HCP Number 11548 32256	IF HCP Is not listed, select "New HCP" to HCP Name Eastern Shore Rural Health System, Inc Onley. Atlantic Community Health Center	HCP Address	Available Available
It you New HCP HCP Number 11548 32256 38545	IF HCP Is not listed, select "New HCP" to HCP Name Eastern Shore Rural Health System, Inc Onley, Atlantic Community Health Center Delmarva Pediatric Healthcare Consortium	HCP Address	Status Available Available Active
It you New HCP HCP Number 11548 32256 38545 39483	IF HCP Is not listed, select "New HCP" to HCP Name Eastern Shore Rural Health System, Inc Onley, Atlantic Community Health Center Delmarva Pediatric Healthcare Consortium Children's National Medical Center	HCP Address	Status Available Available Active Active

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"

ARCH RESU	LTS		
Review the are listed a	list of HCPs below to see if any match you s "Available." HCPs listed as "Active" curre	r HCP. You may apply on beh ntly have an account holder/u	alf of HCPs that ser assigned to
New HCP	IF HCP is not listed, select "New HCP" to b	egin the application process.	
New HCP	IF HCP is not listed, select "New HCP" to b	egin the application process.	Status
New HCP HCP Number 1548	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley	egin the application process.	Status Available
hem. If you New HCP HCP Number 11548 32256	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley Attantic Community Health Center	egin the application process.	Status Available Available
New HCP HCP Number 11548 32256 38545	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley Attantic Community Health Center Delmarva Pediatric Healthcare Consortium	egin the application process.	Status Available Available Active
hem. If you New HCP HCP Number 11548 32256 38545 39483	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley Attantic Community Health Center Delmarva Pediatric HealthCare Consortium Children's National Medical Center	egin the application process.	Status Available Available Active Active

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"

ARCH RESU	LTS		
Review the	list of HCPs below to see if any match yo	ir HCP. You may apply on beh	alf of HCPs tha
re listed as	s "Available." HCPs listed as "Active" curre	ently have an account holder/u	iser assigned to
them. If you	r HCP is not listed, select "New HCP" to t	egin the application process.	
New HCP	r HCP is not listed, select "New HCP" to t	egin the application process.	
hem. If you New HCP HCP Number	HCP is not listed, select "New HCP" to t	egin the application process.	Status
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them. If you New HCP HCP Number 11548 32256 38545 39483	HCP IS NOT LISTED, SELECT "NEW HCP" to t HCP Name Eastern Shore Rural Health System, Inc Onley, Atlantic Community Health Center Delmarva Pediatric Healthcare Consortium Children's National Medical Center	egin the application process.	Status Available Available Active Active

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 <u>RHC-Assist@usac.org</u> 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.

ARCH RESU	LTS		
Review the are listed a	list of HCPs below to see if any match you s "Available." HCPs listed as "Active" curre	r HCP. You may apply on beh ntly have an account holder/u	half of HCPs that user assigned to
	IF HCP is not listed, select "New HCP" to b	egin the application process.	
New HCP	IF HCP is not listed, select "New HCP" to b	egin the application process.	Status
New HCP HCP Number 11548	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley	egin the application process.	Status Available
HCP Number 11548 32256	IF HCP is not listed, select "New HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley, Atlantic Community Health Center	egin the application process.	Status Available Available
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New HCP HCP Number 11548 32256 38545 39483	IF HCP IS NOT IISTED, SELECT "NEW HCP" to b HCP Name Eastern Shore Rural Health System, Inc Onley, Atlantic Community Health Center Delmarva Pediatric Healthcare Consortium Children's National Medical Center	egin the application process.	Status Available Available Active Active

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